

## International Relations Department

# Graduate Internship (INTL 6500) Guidelines

### INTRODUCTION

INTL 6500 Internship is designed to enhance the International Relations curriculum. Students play an instrumental role in creating an experience that blends coursework knowledge with practical knowledge by working with a host organization under the supervision of a qualified professional. Thus, all work performed for the purpose of satisfying the requirements of the internship program must in some way relate to the field of International Relations. If you successfully complete your internship and submit all necessary documentation in due form and time, you will receive a grade of **CR** worth **3 credit hours** counting towards your electives.

### REQUIREMENTS

Graduate students wishing to conduct an Internship (INTL 6500) for university credit must have completed at least **18 credit hours** of the graduate International Relations curriculum, consisting of **INTL 5000, INTL 5100** and **4 required courses** (Cluster Courses). Only if you have completed all the above requirements may you apply for Internship credit. There are no exceptions to this rule and you may not conduct an Internship simultaneously to completing your required coursework.

### THE PROCESS

To apply for university credit for an Internship, you must follow the steps listed below **BEFORE** you can be registered:

- Write a **Project Proposal** containing the following components:
  - A description of the position and the organization you will intern at
  - A statement about why this internship is beneficial to your academic education
  - A detailed work-plan including your objectives and expected results.
- Find a faculty member who is willing to act as your academic supervisor. They will contact your internship supervisor to discuss objectives and expected results, and will continue to check your progress for the duration of your internship.

- Complete the **Internship Approval Form** and get final approval from your academic supervisor, internship supervisor and department head (signatures).
- Submit the signed Internship Approval Form and approved Project Proposal to the department coordinator to be registered for INTL 5600 for elective credit (3 credit hours).

### **AFTER THE INTERNSHIP**

Once you have completed your Internship, you have to submit the following documents to your academic supervisor by the end of the term you want to receive credit for.

- A **Letter of Evaluation** from your internship supervisor
- A **Project Outcome Report** of about 1.000 – 1.500 words including the following components:
  - A summary of your experience and activities during the internship
  - A report on at least two project results/products (e.g. database collection)
  - A review of your anticipated outcomes (expectation vs. reality)
  - Include any other output or documentation that may be relevant as attachment (!)

If you have satisfied all requirements you will receive a grade of **CR** worth **3 credit hours** counting towards your electives.

### **NOTES**

It is your responsibility and in your best interest to adhere to the deadlines for the submission of the Approval and Project Outcome documents. Your supervisor will not remind you of them and it would only be to your detriment to miss them.

On behalf of the entire department, we are committed to your academic success and wish you all the best in your efforts.

If you would like to discuss this document or any related issue, please contact your faculty advisor, academic supervisor, or the department coordinator.