INST 4391-Z
INTERNSHIP IN INTERNATIONAL STUDIES
Center for International Studies
University of St. Thomas
Spring 2017

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Course Description
A one-term internship related to the student’s special interest and preparation in undergraduate international studies/international development under academic and field supervision. Seniors in good academic standing may apply.

Prerequisites: senior status and screening by international studies department chair.

Course Goals and Objectives
1. Students will work in an applied setting for at least 60 hours per academic credit hour; for three hours of credit, this equals 180 hours in a semester; or for 6 credit hours, this equals 360 hours. If this is during the summer it would be 40 hours per week for 9 weeks.
2. Students will receive direct supervision by the field supervisor for about 5-10% of their time in the applied setting; for six credit hours, 30-60 minutes of their 12 hours should be directly supervised.
3. Students will identify their professional interests and goals and develop materials appropriate for such goals.
4. Students will relate their experiences at the internship site with their studies in the international studies department and the larger core curriculum.

Course Requirements
1. **Students must have a signed contract by the internship site supervisor and the internship supervisor at UST.**
2. Students will contact the placement site, and arrange activities with the field supervisor(s). A written description of proposed internship activities, scheduled hours, and the academic supervisor’s approval of the supervision plan must be submitted by the end of the first full week of classes.
3. Paper 1 - Reflection paper: Students will write a paper in APA style about their internship that summarizes their experiences and reactions, and discuss how this experience relates to their understanding of what they have learned in their classroom experiences in international studies/international development and the core classes at UST. The outline of the paper should be as follows:
   a. An introduction of your internship site, who the agency serves, what main societal problems it addresses, and the types of services that it offers.
   b. Then discuss your role as an intern at the site. What was your training and orientation like? What were your primary responsibilities? What type of
supervision did you have? How did the internship challenge you to go beyond your comfort zone (this could be in terms of your knowledge base or working in unfamiliar settings or working with clients)?

b. How did the internship challenge you to go beyond your comfort zone (this could be in terms of your knowledge base or working in unfamiliar settings or working with clients)?

c. How did this internship influence you and your professional goals and personal perspective on international studies/international development?

4. Professional Portfolio – students will complete a professional portfolio aimed at applying for a graduate program or going on the job market. The portfolios are due at the end of the semester.

   If you plan on going on the job market after graduation
   a. You must attend a workshop hosted by Career Services on Resume Writing (go to UST website and select Campus and Student Life. Go to Careers and Volunteering. Go to the left side of the page and select Events Calendar to see when the Resume Workshops are scheduled for the current semester). You must sign in to the workshop, stay for the entire workshop, and prepare a resume that you turn in to me at the end of the semester.
      http://www.stthom.edu/Campus_Student_Life/Careers_and_Volunteering/Student_Career_Services.aqf
   
   b. You must attend a workshop hosted by Career Services that focuses on career paths for those with a liberal arts degree (follow same instructions posted under 5a to find their website, or see attached schedule). Write a reflection paper (2 pages) about what you learned at the workshop and how the experience helped you in thinking about your future career goals.

   If you plan on applying for graduate school
   a. You must prepare a curriculum vitae to turn in at the end of the semester
   b. You must prepare a personal statement for the graduate school of your choice.

5. Paper 2 - Student evaluation of internship site: Students must turn in a typed evaluation of their internship site, with the intended audience being future students who might be interested in serving at that site. What things about the site would you have liked to have known before going there? What are the strengths of the site? The weaknesses? What did you learn? What did you need to learn? What was the most valuable aspect of the internship site? 1 – 2 pages, typed.

Grading Method
The internship will be graded on a 100-point cumulative distribution.

The grade will be based on an intern’s reliable performance as evaluated by the site supervisor (50% - see breakdown below), a reflection paper (paper 1) on the internship experience itself (20%), the portfolio (20%), and paper 2 (their evaluation of the internship site) (10%).
Site supervisor evaluation –
Average of 5 = full 50 points
Average of 4 = 40 points
Average of 3 = 35 points
Average of 2 = 30 points
Mostly 1’s = number of points can range from 0 – 29, depending on field supervisor’s comments.

Specific Policies

Your portfolio is due the last week of classes in my office. The portfolio must include the following:

- a copy of the contract for your internship
- your internship supervisor’s evaluation
- a completed resume or curriculum vitae
- a reflection paper over career workshop or a personal statement for graduate school
- 2 paper assignments