

IMPORTANT NOTICE

FOR STUDENTS ENROLLING FOR INTERNSHIP CREDIT (IS 4687)

IT IS YOUR RESPONSIBILITY TO DO THE FOLLOWING:

Submit the following completed documents to the Center for International Studies:

- **Internship Checklist**
- **Application Form**
- **General Release Form**
- **Internship Certification and Agreement Form** (this must be filled out by the internship supervisor indicating that you have been accepted as an intern)

You will not be given permission to register for the class unless all application materials are turned in and complete.

If you wish to substitute the 6 hours of credit earned in the internship class (IS 4687) for a requirement in your major, please see the Academic Advisor in the Center of International Studies. With the exception of the Travel and Tourism focus, internship credit is not a requirement for the BAIS degree, but it can be substituted for certain required classes in the IS focus and/or IS core. Substitutions must have advisor approval.

Enroll in IS 4687 – you cannot receive credit for the class if you do not enroll in it! Once approval is obtained from the Academic Advisor, you will be given special permission to enroll in the class. You are responsible for enrolling in the class.

Deliver the **Internship Evaluation Form** to your internship supervisor the first day you report to your internship location.

Make sure that your supervisor completes the **Internship Evaluation Form** by the last class day for the semester in which you are enrolled. The **Internship Evaluation Form** should be mailed *by your supervisor* to the Center for International Studies, Texas State University, 601 University Drive, San Marcos, Texas 78666, early enough so that it will be received by the last class day of the semester in which you are enrolled. The **Internship Evaluation Form** can only be hand carried to the Center for International Studies if it is in a sealed company or agency envelope with the supervisor's signature over the seal.

Turn in your completed internship journal, research or policy paper, and work log by the last class day. The last class day is the last day that regular classes are held - not the last day of finals or dead day. Please refer to academic calendar for the exact date.

UNDERGRADUATE INTERNSHIP CHECKLIST

(Student: Please complete this section and submit with application)

Name _____
Last First Middle Initial

ID# _____ **EMAIL** _____ **PHONE#** _____

EMERGENCY CONTACT NAME AND PHONE: _____

Internship Semester _____

(The Center for International Studies will complete the rest of the form)

Eligibility Requirements:

_____ Texas State GPA at least 3.00

_____ Completed at least 60 hours

Receipt Date of Required Internship Forms (approval to register for the internship course will be given after the following three forms are submitted and reviewed):

_____ Internship Application Form for: _____ IS 4387 _____ IS 4687

_____ General Release Form

_____ Internship Certification and Agreement

_____ Date override entered for: _____ IS 4387 _____ IS 4687

Date of Submission of Completed Internship Forms (due the last class day of semester):

_____ Daily Journal

_____ Work Log

_____ Organizational Research or Policy Paper

_____ Internship Evaluation Form

UNDERGRADUATE INTERNSHIP GUIDELINES AND REQUIREMENTS

Read this document carefully. Be sure that you fully understand the course requirements and keep these guidelines for future reference. If you have any questions or concerns, please contact the the Center for International Studies.

Part I. Eligibility

To be eligible for an undergraduate internship in international studies, you should:

- Be currently enrolled at Texas State with a minimum Texas State GPA of 3.0
- Be an International Studies major
- Have completed at least 60 semester hours of coursework at the time that you apply for the internship
- Have a demonstrated commitment to fulfilling the requirements of the internship and applying your knowledge and skills in an actual work environment

Part II. Obtaining the Internship

Students must complete the following items *before* beginning the internship

- Complete an interview with the Academic Advisor in the Center for International Studies
- Obtain an Internship Application Packet (available online at <http://www.txstate.edu/internationalstudies/internshipscareers/interninfo.html>)
- Complete a successful interview with the sponsoring business or agency. Remember, that the internship must have an international component that aligns with your major focus or career path.
- Complete and submit: Internship Checklist, Internship Application Form, Internship Certification and Agreement Form, and General Release Form to the Academic Advisor in the Center for International Studies
- Obtain permission to register for the internship course from the Academic Advisor
- Register for the internship course through CATS

Part III. Performing the Internship

Successful completion of the internship requires that you:

- Work a minimum of the required hours at the internship site (150 hours are required for IS 4387; 300 hours are required for IS 4687)
- Complete and turn in the Internship Work Log
- Complete and turn in the Daily Internship Journal
- Complete and turn in the organizational research or policy paper
- Insure that your internship supervisor sends us a completed and signed Internship Evaluation Form

All internship materials are due by the last class day of the semester in which you are registered for the internship. An Incomplete (*I*) is generally assigned should you not be able to submit the required materials by the due date.

Part IV. Frequently Asked Questions

Why should I do an internship if it is not required for my degree? Except for those students majoring in International Studies with a focus in Travel and Tourism, the internship course is not required. We do, however, encourage all International Studies majors to do one. Not only will the internship credit be substituted for requirements in the IS core and/or focus in most cases, but completing an internship serves to offer the student a practical experience which enhances his/her future employment prospects.

What about course credit? The undergraduate internship, IS 4687, earns six semester hours of credit; IS 4387 earns three hours of credit.

Are internships paid? We make every effort to recruit agencies and businesses that offer paid internships and we do encourage our students to recognize their valuable skills and seek compensation for time spent working for their internship employer. At the present time, however, most of our interns have completed unpaid internships. As we receive information on paid internship opportunities, that information will be made available to students. If you do an internship in another country, you may be eligible for the Texas State

University's International Education Fee Scholarship. Information on this scholarship can be obtained from the Texas State Office of Study Abroad: <http://www.studyabroad.txstate.edu>.

What types of internships are available? The first participant in the International Studies Internship Program completed an internship with the House of Lords in London, England in 1985. Since then internship credit has been earned for a variety of work experiences. Listed below are examples of internship businesses and agencies that have hosted international studies majors in the past:

- Academic Programs Abroad, San Marcos
- Accura Systems, Inc., Plano, TX
- Apex Travel & Tours, San Marcos
- Asamblea Legislativa de Costa Rica, San Jose, Costa Rica
- Austin Convention and Visitors Bureau
- BEA Systems, Paris, France
- Central Intelligence Agency, Washington, D.C.
- Costa Rican Association of Tourism Professionals, San Jose, Costa Rica
- European Parliament, Brussels, Belgium
- Express Travel Center, Houston
- FBI, Austin, TX
- FBI, Washington, D.C.
- FBI, San Antonio, TX
- Frankfurt Economic Development Corporation, Frankfurt, Germany
- Houston World Affairs Council
- Metrocall, Inc., Plano, TX
- National Instruments, Austin
- Office of Border Affairs, Texas Department of State, Austin
- San Marcos Hispanic Chamber of Commerce
- Stratfor, Austin
- Texas Department of Agriculture, International Marketing Department, Austin
- Texas Department of Economic Development, Austin
- Texas Department of State, Austin
- U.S. Department of Commerce - Austin Export Assistance Center, Austin
- U.S. Department of State, U.S. Embassy, Chad
- U.S. Department of State, U.S. Embassy, Santiago, Chile
- U.S. Department of State, U.S. Embassy, Sweden
- U.S. Department of State, U.S. Embassy, Bern, Switzerland
- U.S. Department of State, U.S. Embassy, Geneva, Switzerland
- U.S. Department of State, Washington, D.C.

Information on various internships can also be obtained from business and agency websites, Career Services, the Center for International Studies, personal and business contacts, faculty, fellow students, etc.

How are students placed with businesses/agencies? The Center for International Studies does not provide an internship placement service, however we do maintain a listing of agencies and businesses that accept interns. Other resources may be available at Career Services or on-line. It is advisable to verify with the Academic Advisor that it is a suitable place to do an internship. You will need to supply the name and phone number of the potential supervisor as well as a list of internship duties.

When should I apply for the internship program? Applications from eligible students are normally accepted the semester before the internship is to take place. However, if possible, you may find it beneficial to research various internship options several semesters in advance. You should have completed at least 60 hours of course work before making the application. Your Texas State GPA needs to be at least a 3.0 to be eligible for an internship.

How does the sponsoring business/agency make a final selection of an intern? Although several factors enter into the selection of a student for an internship, the Academic Advisor does not make the actual hiring

decision. The final selection, including the decision not to accept any applicant, is up to the sponsoring agency.

What should I expect as far as the interviewing process? Although the timing does vary, you will generally interview for an internship position between 12 and 2 weeks before the beginning of the semester. (Please keep in mind that some government agencies, such as the U.S. Department of State, do not have interviews but do have application deadlines up to 8 months prior to the start of the internship.) When you are interested in pursuing an internship at an appropriate business or agency, you should generally contact that agency's internship coordinator by phone or e-mail to garner information and to possibly set up a meeting. Some agencies are rather informal about the interview process while others are more formal and require you to send in a resume and fill out their own internship application before an interview is arranged. In any event, it is always a good idea to have a current resume in hand to offer to your intended internship supervisor.

If an internship position is offered to me, how should I respond? You are free to decline the offer of an internship position, but keep in mind that the availability of internship positions might be limited. Therefore, weigh your decision carefully. In declining an offer you should do so as promptly as possible and with a clear expression of your appreciation for the time taken by the business/agency staff to interview you. Should you decide to accept an offer, you should do so in accordance with the procedures that were suggested to you at the time the offer is extended (e.g., the business/agency may request that you give them an answer within a certain number of days). If you accept an offer, you must immediately notify the Academic Advisor at the Center for International Studies and turn in the Internship Application Form, Internship Certification and Agreement Form, and General Release Form in order to begin the formal application process and to receive permission to enroll for the internship.

When should I register for the internship class? The International Studies Internship is offered each semester. If you have been able to set up the internship well in advance and have been given permission by the Academic Advisor in the Center for International Studies prior to advance registration, then you may pre-register for the class if you prefer. Otherwise, you will have the opportunity to register during the registration period immediately before the semester in which you are to do the internship.

Part V. Definitions/Standards

Internship Description: Your internship supervisor must provide a detailed job description of the internship (see Internship Certification and Agreement Form). This description should include a job description with your duties and responsibilities outlined. If you are to be assigned a specific project or projects, this must also be indicated. Both you and your internship supervisor must sign the document.

Work Hours: You must work the total minimum number of hours as specified by your course requirements (150 hours are required for IS 4387; 300 hours are required for IS 4687). Please be aware, however, that the sponsoring business/agency may require more than that. Your actual work schedule is worked out between you and the agency. You will fill out the Internship Work Log daily and have your supervisor sign it at the end of each week.

Daily Internship Journal: Interns are required to turn in a typed journal at the end of the internship. It is recommended that you do not keep the journal at the workplace since it will include your private observations of the company or agency. Your journal should contain your professional impressions, not your personal feelings or fleeting personal emotions. The journal should include daily entries of 1–2 paragraphs in length that describe your work assignments and experiences in some detail for that particular workday. Feel free to elaborate on any particularly unique or noteworthy events. At the end of the internship, one final entry of 2–3 pages should be made that summarizes your entire internship experience. This section of the journal should begin with a description of your position in the agency or company and your basic duties, including a summary of your primary accomplishments. It should also provide information on some of the following while giving detailed examples:

- Your overall evaluation of your internship experience. Positive or negative?
- Your specific evaluation of your experience.
- What you believe you have gained from the internship

- New skills that you learned, developed, or improved upon.
- A description of how your personal views and careers goals were affected by your internship.
- Specific experiences that you think will aid in your career goals.
- Your thoughts about the tasks that you were assigned. Were they meaningful?
- Experiences that you think enriched your understanding of international studies and the global community in which we live.

Organization Report: The organization report is a research paper that is a study of the company or agency for which you are doing the internship, or a policy paper that relates to the broader issues of the company/agency's international mission. The paper should include the name and location of the company, a detailed account of what it does, an organizational chart, and a brief history, or if you select to do a policy paper, include a statement of purpose or brief literature review, a narrative and analysis of the issue stated, and a conclusion. If you are enrolled in IS 4387, the length of your paper should be 10 pages; IS 4687 requires 16 pages. It should be double-spaced and include footnotes and a bibliography with a minimum of seven sources.

Part VI. Evaluation and Grading

The sponsoring business/agency assigns your internship supervisor. You are responsible to that person when on the job. Near the conclusion of your internship (by the last class day of the semester in which you do your internship) your internship supervisor should submit the "Internship Evaluation Form" to the Center for International Studies in which he/she will evaluate your performance on the job. In most cases, the supervisor will fax the evaluation form to our office at 512-245-7857 and then put a hard copy in the mail to us. The Director of the Center for International Studies will read the evaluation and base 50% of your overall grade on it. The other 50% of your grade will be based on the daily internship journal and the organizational or policy research paper. The Director will also look at the Internship Work Log to verify that the minimum number of hours was worked. Please note that you are strongly encouraged to complete all internship requirements on time. We do understand that it is sometimes very difficult to do so especially if you are completing an internship abroad where you have limited access to computer facilities. If we do not receive your evaluation, daily internship journal, and research paper by the last class day, you will receive an "I" (*incomplete*). It is important, in this case, that your internship supervisor still fax your "Internship Evaluation Form" to the Center for International Studies by the end of the semester.

Syllabus
International Studies 4687
International Studies Internship

Instructor: Dr. Dennis J. Dunn
Office: Lampasas Hall 503
Phone: 245-2339
E-mail: dd05@txstate.edu

Class time: Class time consists of the work experience. Each student is required by the Center for International Studies to work a minimum of 300 hours at the internship site. The company or agency, however, may require additional hours. The exact days and times to be worked are to be arranged between the student and internship supervisor. All documents must be submitted to the Center for International Studies by the last class day of the semester in which you do your internship.

Course Objectives

The objective of this course is to offer students a practical experience in their chosen career, develop skills and techniques in a specific profession, obtain oral and written communication skills, to enhance interpersonal communication skills, and create opportunities to develop creativity, imagination, and career advancement.

Student Expectations

Students are expected to arrange a work schedule with the internship supervisor to include a minimum of 300 hours over the course of the semester. You will fill out the Internship Work Log on a daily basis and have your supervisor sign it at the end of each week. At the workplace, it is absolutely necessary that the student intern adhere to all workplace rules, including those related to punctuality, dress and work ethic. Students should expect reasonable and challenging assignments. They should also expect to be judged on their performance, attitude, discretion, and sense of volunteerism. It is also important for students to realize that they are representing Texas State University, the Center for International Studies, and themselves. Possible career opportunities hang in the balance!

Grading

Grades in the course will be based on the Internship Evaluation Form that is submitted by your internship supervisor and the Internship Work Log, Journal, and Organizational Research or Policy Paper as follows:

- 50% Internship Evaluation and Internship Work Log
- 50% Internship Journal and Organizational Research or Policy Paper

Daily Internship Journal Guidelines

Interns are required to turn in a typed journal at the end of the internship. It is recommended that you do not keep the journal at the workplace since it will include your private impressions and

observations of the company or agency. Your journal entries should contain your professional observations, but not your personal feelings or fleeting personal emotions. The journal should include daily entries of 1–2 paragraphs in length that describe your work assignments and experiences in some detail for that particular workday. Feel free to elaborate on any particularly unique or noteworthy events. At the end of the internship, one final entry of 2–3 pages should be made that summarizes your entire internship experience. This section of the journal should begin with a description of your position in the agency or company and your basic duties, including a summary of your primary accomplishments. It should also provide information on some of the following while giving detailed examples:

- Your overall evaluation of your internship experience. Positive or negative?
- Your specific evaluation of your experience.
- What you believe you have gained from the internship
- New skills that you learned, developed, or improved upon.
- A description of how your personal views and careers goals were affected by your internship.
- Specific experiences that you think will aid in your career goals.
- Your thoughts about the tasks that you were assigned. Were they meaningful?
- Experiences that you think enriched your understanding of international studies and the global community in which we live.

Organizational or Policy Research Paper Guidelines

The organization report is a research or policy paper of approximately 16 pages that is a study of the company or agency for which you are doing the internship. The paper should include the name and location of the company, a detailed account of what it does, an organizational chart, and a brief history. Or, if you select a policy paper, it should include a statement of purpose, a brief literature review, a narrative and analysis of the issue stated, and a conclusion. Your paper should be double-spaced and include footnotes and a bibliography with a minimum of seven different sources.

Textbooks

Required:

There are no required textbooks.

Recommended: Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: The University of Chicago Press, 1996.

Internship Application Form

IS 4687

Today's Date ____/____/____

Applying for (please indicate year)

Fall _____ Spring _____ Summer I _____ Summer II _____

Name _____
(last) (first) (middle initial)

Student ID # _____ E-mail Address _____

Local Address _____
(street) (city) (state) (zip)

Local Phone _____ Permanent Phone _____

Permanent Address _____
(street) (city) (state) (zip)

Major _____ Minor _____

Total Number of Hours Completed _____ Overall Texas State GPA _____

Are you fluent in a foreign language? Yes () No ()

If yes, which language(s)? _____

Where have you been accepted as an intern?

Business/Agency Name _____

Address _____
(street or P.O Box) (city) (state) (zip)

Supervisor _____
(name) (title)

Phone Number _____ FAX _____

E-mail _____

Is the internship paid? _____ Unpaid _____ Paid. If paid, amount per hour _____

Applicant's Signature _____ Date _____

Please return this completed Internship Application Form, the Certification and Agreement Form and General Release Form to the Center for International Studies, 601 University Drive, 503 Lampasas, San Marcos, TX 78666

TRAVEL/STUDY PROGRAM
GENERAL RELEASE

Participant: _____

Program: _____

Destination: _____

Dates: _____

Releasees: The Board of Regents, Texas State University System, Texas State University-San Marcos, and all regents, employees, agents, and officers for these entities, in their official and personal capacities.

Release: In consideration for facilitating my participation in the program described above, I release, discharge, and agree not to sue Releasees for any claims, demands, actions and causes of action arising out of any loss or damage to my property and any injury, including death that I may sustain, whether or not caused by the negligence of the Releasees while participating in the trip, or while in transportation to and from the destination.

Risks: To the best of my knowledge, I can participate in this activity. I am aware of the risks and hazards connected with this activity, and I elect to participate voluntarily and engage in this activity knowing that the activity may be hazardous to me and my property. I voluntarily assume full responsibility for property loss or damage, and for personal injury, including death, that I may sustain as a result of being engaged in this activity, whether or not caused by the negligence of Releasees.

Indemnity: I also agree to indemnify and hold harmless the Releasees from any loss, liability, damage or costs, including court costs and attorney's fees, that they may incur due to my participation in this trip, whether caused by the negligence of Releasees or otherwise. For example, I specifically agree to indemnify and hold harmless the Releasees from losses they may incur as a result of my injuring another person or damaging another person's property while participating in the trip.

Safety: I give Texas State University-San Marcos or any of its agents authority to take whatever action that they determine advisable regarding my safety and health.

Standards: I agree that Texas State University-San Marcos may terminate my participation in the program if I fail to maintain the program's standards or if Texas State University-San Marcos determines that my conduct is detrimental to the welfare of the group/program. If my participation in the program is terminated, I will remain responsible for all programs fees.

Intent: I intend that this release and indemnity agreement bind not only me, but also my heirs, assigns, and personal representatives. I intend this as release, discharge, indemnity and promise not to sue the Releasees. I further intend that this agreement be construed under the laws of the State of Texas.

Free Act: I acknowledge having read this agreement. I understand it and sign it voluntarily as my own free act. No representations, statements, or inducements, apart from those stated in this agreement, have been made. I sign this agreement after having received adequate consideration, intending to be bound by it.

Participant's signature

Date

Internship Certification and Agreement (IS 4687)

Mr/Ms _____ has been accepted as an intern for the period from _____ to _____.

Please provide a description and list of the job duties that the student intern will be expected to perform. Please include any specific projects that the intern will be assigned.

Internship contact/supervisor within the business or agency:

Company/Agency _____

Supervisor: _____

Position: _____

Address: _____

Phone & Fax: _____

E-mail: _____

Website: _____

SIGNATURE (Supervisor)

DATE

SIGNATURE (Student)

DATE

Internship Evaluation Form

The top part is to be filled out by the intern and presented to the supervisor at the internship site.

Name of Intern _____ Student ID # _____

Permanent Address _____

Home Phone # _____ School Phone # _____

Year of Study _____ Graduation Date _____

Career Goal(s) _____

This part is to be completed by the intern's supervisor and returned directly to: Director, Center for International Studies, 503 Lampasas Hall, Texas State University-San Marcos, 601 University Drive, San Marcos, TX 78666

Name of evaluator _____

Signature of evaluator _____ Date _____

Position of evaluator in agency or company _____

Name of agency or company _____

Address of agency or company _____

Phone # of evaluator and agency or company _____

Fax # of evaluator and agency or company _____

Please indicate your approximate opinion of the intern's mastery of skills/abilities/technologies listed below by checking the appropriate box.

SKILL/ABILITY	SUPERIOR	EXCELLENT	AVERAGE	FAIR	POOR	N/A
Accounting Skills						
Adaptability						
Computer Skills						
Initiative						
Integrity						
Interpersonal Skills						
Management Potential						
Office Systems						
Organizational Skills						
Problem Solving						
Telephone Skill/Etiquette						
Verbal/Language Skills						
Work Ethic						
Writing Skills						

Work schedule of intern: _____

Description of Intern's assignments: _____

What specific skills has the intern learned? _____

Intern's effectiveness in completing assignments: _____

Intern's strengths: _____

Did the intern finish assignments in a timely manner? _____

Was the intern punctual? _____

Would you hire this intern if you had an opening? _____

Would you recommend this intern to another business for employment? _____

Other comments on intern's abilities: _____

Texas State University
Center for International Studies
Internship Work Log – IS 4687

This log should be maintained weekly and submitted to the Internship Coordinator by the last class day of the semester or summer session. You must complete a minimum of 300 hours at the internship site although the company/agency may require more.

Name: _____

Company/Agency: _____ Supervisor: _____

Week ending _____

	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Supervisor's Signature _____

Week ending _____

	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Supervisor's Signature _____

Week ending _____

	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Supervisor's Signature _____

Week ending _____

	Hours Worked	Hours Worked	Hours Worked	Hours Worked	Hours Worked
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Supervisor's Signature _____

Total hours worked during internship: _____