

GRADUATE 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 Academic Advisor and Internship Coordinator, 503 Lampasas Hall, 512/245-2339.

Part I. Eligibility

To be eligible for an internship, you should:

- Be currently enrolled at Texas State University-San Marcos in the MA for International Studies program with a minimum Texas State Graduate GPA of 3.2
- Have completed at least 18 semester hours of graduate coursework by the time that the internship begins
- 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 and Internship Coordinator and Dr. Dennis Dunn, Director
- Obtain an Internship Application Packet and read the enclosed documents thoroughly
- Complete a successful interview with the sponsoring business or agency
- Turn in a signed copy of the Internship Application Form, Department Approval Form, Internship Certification and Agreement Form, and General Release Form to Academic Advisor
- Obtain permission to register for IS 5387 from Academic Advisor
- Register for IS 5387 through CATS
- Speak to Dr. Dennis Dunn and obtain approval from him for your research paper topic(s)

Part III. Performing the Internship

- Successful completion of the internship requires that you:
- Work a minimum of 150 hours at the internship site Complete the "Internship Assessment Report"
- Complete and turn in one research paper of at least 25 pages in length
- 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

Should I really do an internship if it's not required for my degree? Although an internship is not required, students pursuing the M.A. in International Studies are strongly encouraged to do one. Completing an internship serves to offer the student a practical experience which enhances his/her future employment prospects.

What about course credit? The graduate internship (IS 5387) counts toward the M.A. in International Studies degree as an elective course.

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. As we receive information on paid internship opportunities, that information will be made available to students.

What types of internships are available? It is possible for you to earn graduate-level internship credit for a variety of work experiences. The following is a list of government agencies and businesses that you may want to contact about an internship. Keep in mind that there are many agencies and businesses not on this list that may offer rewarding internship experiences. Links to some of these agencies and businesses can be found on the Center for International Studies' website at www.txstate.edu/internationalstudies/. You may certainly explore other opportunities as well.

Company Name

AMD

American Defense Institute

Amnesty International

Austin Convention and Visitors Bureau

Carnival Cruise Lines

Central Intelligence Agency, Washington, D.C.

Defense Intelligence Agency

Dell

European Parliament, Brussels, Belgium

Fairfund

FBI, Washington, D.C.

Hilton

Houston World Affairs Council

Institute of World Affairs

Intel

International Monetary Fund (IMF)

Lotus

Motorola

National Instruments

National Security Agency (NSA)

Norwegian Cruise Lines

Organization of American States

Princess Cruises

Refugees International

Royal Caribbean

Texas Department of Economic Development

Texas Department of State

United Nations

USAID

U.S. Commercial Service

U.S. Customs

U.S. Department of Commerce - Austin Export Assistance Center, Austin, TX

U.S. Department of Commerce - Washington, D.C.

U.S. Department of State

U.S. Department of the Treasury

U.S. Immigration and Naturalization Service

World Bank

World Trade Organization (WTO)

Information on various internships can also be obtained from business and agency websites, the Texas State University Internship Fair which is sponsored by Career Services, personal contacts, fellow students, etc.

How are students placed with businesses/agencies? The Internship Coordinator maintains a listing of agencies and businesses that accept interns. This listing is kept in the Center for International Studies and on the Center's website at www.txstate.edu/internationalstudies/ where you may review it and determine which one you would like to contact. Of course, you may always contact other appropriate businesses and agencies that are not on the list as many students have done in the past. If you do interview with a business or agency that is not on the list, please speak with Dr. Dennis Dunn so that he may determine whether 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. If Dr. Dunn approves of your internship, he will indicate it on the Graduate Internship Approval Form.

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. Depending on where you wish to intern, you may need to contact that government agency or business nine months to one year in advance. For example, many Federal Government Agencies, such as the U.S. Department of State, have a November 1 deadline for summer internships. You should have at least 18 hours of graduate course work completed by the time you wish to begin the internship. Your Texas State graduate GPA needs to be at least a 3.2 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 Internship Coordinator 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 4 and 36 weeks prior to beginning 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 Internship Coordinator at the Center for International Studies and turn in the Internship Application Form, Department Approval Form, Internship Certification and Agreement Form, and General Release Form in order to begin the formal application process.

When should I register for the internship class? The Graduate International Studies Internship (IS 5387) is offered during the following semesters: Fall, Spring, Summer I, and Summer II. If you have been able to set up the internship well in advance and have been given permission by the Internship Coordinator (Center for International Studies) prior to pre-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 the sponsoring business/agency and the Internship Coordinator. To receive credit, we require that you work a minimum of 150 hours. Please be aware, however, that the sponsoring business/agency may require more than that. The actual times that you work are between you and the agency.

Internship Assessment Report: This report shall include the following:

- Description of the business or agency for which you worked, including its principal functions and activities
 - Description of your position within the agency
 - List of tasks assigned to you during your internship

- Description of the internship regarding how your experience differed (if it did) from the job description that you were given by your internship supervisor at the time of the interview
- What you feel you gained from the experience
- Suggestions or criticisms
- Evaluation of how your general, as well as specialized, college education assisted you in your internship with reference to any specific classes that you completed at SWT that you feel were especially beneficial to you during your internship

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. The Director of the Center for International Studies, Dr. Dennis Dunn, will read the evaluation and base 50% of your overall grade on it. The other 50% of your grade will be based on the research paper that you submit.

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 library and computer facilities. If you are unable to complete your research paper on time, 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.