

**STUDENTS ENROLLING FOR GRADUATE INTERNSHIP CREDIT  
(IS 5387)**

## **IMPORTANT NOTICE**

### **IT IS YOUR RESPONSIBILITY TO DO THE FOLLOWING:**

Turn in the **Internship Application Form** to the Center for International Studies along with the **Internship Certification and Agreement Form** (this must be filled out by the internship supervisor indicating that you have been accepted as an intern), **Department Approval Form**, and the **General Release Form**. You will not be given permission to register for the class unless all application materials are turned in and complete.

Enroll in IS 5387 – you cannot receive credit for the class if you do not enroll in it! Once approval is obtained from the Center for International Studies, you will be given special permission to enroll in the class. You will be told which section of IS 5387 to register for, but you are responsible for actually calling CATS and enrolling in the class.

Speak to Dr. Dennis Dunn, Director of the Center for International Studies, about the topic of your research paper. Final approval of paper topics is given *only* by Dr. Dunn.

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 faxed *by your supervisor* to the Center for International Studies at 512/245-7857. 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 research paper and **Internship Assessment Report** 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. If you have any doubt as to when the last class day is, please consult the calendar that is printed in the *Schedule of Classes*.