

# INTERNSHIP GUIDELINES AND REQUIREMENTS

## IS 4687

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

### Part I. Eligibility

To be eligible for an undergraduate internship in international studies (IS 4687), 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 and Internship Coordinator
- 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, Internship Certification and Agreement Form and General Release Form to the academic advisor
- Obtain permission to register for IS 4687 from the academic advisor
- Register for IS 4687 through CATS

### Part III. Performing the Internship

Successful completion of the internship requires that you:

- Work a minimum of 300 hours at the internship site
- Complete and turn in the Internship Work Log
- Complete and turn in the Daily Internship Journal
- Complete and turn in the Organizational Research 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

*Should I really do an internship if it's 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) is for six semester hours of credit.

*Are internships paid?* We make every effort to recruit agencies and businesses which 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 Office of Correspondence, Extension, and Study Abroad Programs in 302 ASB-N, 512-245-2322.

*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, 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, the Texas State University Internship Fair which is sponsored by Career Services, the Center for International Studies website at [www.txstate.edu/internationalstudies](http://www.txstate.edu/internationalstudies), 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 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 the Academic Advisor/Internship Coordinator so that she 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.

*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 at least 60 hours of course work completed 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 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 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 Internship Coordinator 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.

*When should I register for the internship class?* The International Studies Internship (IS 4687) 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 300 hours. 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 impressions and observations of the company or agency. 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 Research paper:* The organization report is a research paper of approximately 5–7 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. It should be double-spaced and include footnotes and a bibliography. There should be at least seven different sources used.

#### **Part IV. 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, 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 daily internship journal and the organizational 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.