

Syllabus
International Studies 4687
International Studies Internship

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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 Paper as follows:

50% Internship Evaluation and Internship Work Log

50% Internship Journal and Organizational Research 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. 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 Guidelines

The organization report is a research paper of approximately 15 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.

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.