

STUDENTS ENROLLING FOR INTERNSHIP CREDIT (IS 4387)

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) 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.

If you wish to substitute the 3 hours of credit earned in the internship class (IS 4387) for a requirement in your major, please see the academic advisor. IS 4387 is not a requirement for most focuses in the BAIS degree, but it can be substituted for certain required classes in the IS focus and/or IS core.

Enroll in IS 4387 – 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 4387 to register for, but 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 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 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. 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*.