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.

Contact Dr. Dennis Dunn, Director of the Center for International Studies with regards to 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.
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 the Internship Coordinator, Derrick Hall 101, 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 Internship Coordinator and/or 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 the Internship Coordinator
- Obtain permission to register for IS 5387 from the Internship Coordinator
- 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. It may be repeated once for credit.

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**

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<tr>
<th>American Defense Institute</th>
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<td>Amnesty International</td>
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<td>Central Intelligence Agency, Washington, D.C.</td>
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<td>European Parliament, Brussels, Belgium</td>
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<td>FAIR fund</td>
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<td>Hilton Grand Vacations</td>
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<td>White House Internship Programs</td>
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<td>World Trade Organization (WTO)</td>
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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 1st 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 Texas State that you feel were especially beneficial to you during your internship

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. 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 last class day of the semester.
Syllabus
International Studies 5387

Instructor: Dr. Dennis J. Dunn
Office: Derrick Hall 101
Phone: 512.245.2339
E-mail: dd05@txstate.edu

Class time: Class time consists of the work experience. Each student is required to work a minimum of 150 hours. The days and times are to be arranged between the student and internship supervisor.

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, enhance interpersonal communication skills, and create opportunities to develop creativity, imagination, and career advancement. The specific goals are to develop advanced work skills and to enhance written communication skills through an assigned research project.

Student Expectations
Students are expected to arrange a work schedule with the internship supervisor to include a minimum of 150 hours over the course of the semester. 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 that directly improve and advance their skills. 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 research paper or papers:
Internship Evaluation 50%
Research Paper 50%

Research Paper Topics and Guidelines
Research paper topics are chosen by the student in consultation with the director. As a general rule, the internship course requires a research paper of 25 pages in length (double-spaced plus footnotes and bibliography). Research topics will always be international in scope, but the specific subject will be based upon the nature of the internship. Examples of past subjects include:

"A Country Report: Switzerland"
"A Market Analysis of Tourism in Texas"
"Export Opportunities and Challenges in Germany for U.S. Businesses" "From Local to Global: Opening the Doors to Trade"
"History of Ford Motor Company's International Operations"
"Mexico's Tourism Industry in the 1990s"
"NAFTA's Effect on Texas"
"Savior or Villain? A Look at the International Monetary Fund"
"The Expansion of Democratic Capitalism and Its Impact on Third World Countries"
"The Formation and Expansion of the European Union: The Expansion of Policy Domains and How They are Shaping the Role of the European Union"
"The Legality of Giving Recognition to the Chen Shui-bian Government in Taiwan"
"The Legislative Assembly of Costa Rica: Historical Foundations of Development to the Present"
"The Success and Failure of the IMF"
"Understanding Spanish Foreign Policy and Politics Before WWII"

**Textbooks**

*Required:*
There are no required textbooks.

*Recommended:*
Graduate Internship Application Form

Today’s Date: _____/_____/

Applying for (please indicate the year)

Fall _______ Spring _______ Summer I _______ Summer II _______

Name: ________________________________________________ __________________________
   (last)   (first)   (middle initial)

Student ID Number (PLID): ___________________ E-mail Address: _______________________

Local Address: _________________________________________________________________
   (street)   (city)   (state)   (zip)

Local Phone: ___________________________ Permanent Phone: _______________________

Permanent Address: _____________________________________________________________
   (street)   (city)   (state)   (zip)

Major: _______________________________

Total Number of Graduate Hours Completed: _______ Overall Texas State Grad GPA: _______

Are you fluent in a foreign language?   Yes (   ) No (   )

If “yes”, which language(s)? _____________________________________________________

Where have you been accepted as an intern?

Business/Agency Name: __________________________________________________________

Address: _________________________________________________________________
   (street)   (city)   (state)   (zip)

Supervisor: _________________________________________________________________
   (name)   (title)

Phone Number: ___________________ FAX: ___________________ E-mail: ___________________

Is the Internship paid? _______________ If paid, amount per hour: ___________________

Applicant’s Signature: _________________________________ Date: ___________________

Please return completed this Graduate Internship Application Form, the Certification and Agreement Form, Department Approval Form, and General Release Form to: The Center for International Studies, Derrick Hall 101.
Texas State University
Center for International Studies
Travel/Study Program – General Release

Participant: ____________________________________________

Program: ____________________________________________

Destination: __________________________________________

Dates: ________________________________________________

I have requested and voluntarily choose to participate in the Texas State University travel to the destination above ("Travel") during the dates specified. In consideration for Texas State University ("the University") funding and/or facilitating the Travel, I (for myself, my heirs, executors, and administrators) HEREBY RELEASE, HOLD HARMLESS, DISCHARGE, AND OTHERWISE AGREE TO INDEMNIFY the University, the Texas State University System, their regents, employees, agents, and volunteers (collectively, “the Released Parties”) from and for any claims, demands, liability, lawsuits, injuries (including death), property damage, attorney’s fees, expenses, costs, causes of action, judgments, or awards of any kind or character ("Loss") that may accrue, arise, or otherwise exist because of my travel and participation in the Travel. I intend this release to include any Loss sustained by a third party through whom or on behalf of whom (or whose estate) I may assert a claim, lawsuit, or cause of action.

I understand and agree that this RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT EXPRESSLY RELEASES, HOLDS HARMLESS, CONTRACTUALLY BINDS ME TO INDEMNIFY (i.e., reimburse the Released Parties for any Loss they may sustain, resulting from a claim by a third party) and OTHERWISE EXONERATES THE RELEASED PARTIES FROM THE CONSEQUENCES OF THEIR OWN NEGLIGENCE, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONTRIBUTING CAUSE OF MY LOSS. I intend this release, hold harmless and indemnity to be as broad and comprehensive as possible as I do not desire that the Released Parties have any liability, directly to me, my spouse (if any), my child (if any), or indirectly to any medical provider or insurer, arising from my participation in the Travel.

ASSUMPTION OF RISK
My participation in the Travel is voluntary. I understand that, through this Travel, I will spend time in the aforementioned destination, an area that has been or may be designated as having a Travel Warning by the U.S. State Department. I have been put on notice that such designation means that this area may include an unstable government, civil war, ongoing intense crime or violence, and/or frequent terrorist attacks, and may be hostile to visitors from the United States. I understand that my participation includes a risk of personal injury, property damage, death or other Loss as described above. I hereby acknowledge that the U.S. State Department provides travel advisories at http://travel.state.gov/content/passports/english/alertswarnings.html. I have been advised to view alerts and warnings prior to and during my travel so that I can remain aware of any necessary safety precautions. I am electing to participate and travel at my own risk. On behalf of myself, my heirs, executors and administrators, I VOLUNTARILY ASSUME ANY AND ALL RISK OF LOSS as defined and described in the above Release, Hold Harmless and Indemnity Agreement.

_________________________________________  ____________
Signature                                Date

_________________________________________
Printed Name
Internship Certification and Agreement
(IS 5387)

Mr/Ms __________________________________________ has been accepted as an intern for the period from ______________________ to ____________________.

Please provide a description and list of the job duties that the student intern will be expected to perform. Please include any specific projects that the intern will be assigned.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Internship contact/supervisor within the business or agency:

Name: ______________________________________________________
Position: ____________________________________________________
Address: _____________________________________________________

Phone & Fax: _________________________________________________
E-mail: ______________________________________________________
Website: _____________________________________________________

SIGNATURE (Supervisor) ______________________________________
DATE

SIGNATURE (Student) __________________________________________
DATE
Internship Evaluation Form
General Form

The top part is to be filled out by the graduate student intern and presented to the supervisor at the internship site.

Name of Intern: ___________________________ Student ID#: ___________________________

Permanent Address: ________________________________________________________________

Home Phone #: ___________________________ School Phone #: ___________________________

Year of Graduate Study: ___________________ Proposed Graduation Date: ___________________

Career Goals: _______________________________________________________________________
___________________________________________________________________________________
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*******************************************************************************

This part is to completed by supervisor of the intern and returned directly to: Director, Center for International Studies, Derrick Hall 101, Texas State University, 601 University Drive, San Marcos, TX 78666

Name of supervisor/evaluator __________________________________________________________

Signature of supervisor/evaluator ______________________________________________________

Position of evaluator in agency or company ______________________________________________

Name of agency or company ___________________________________________________________

Address of agency or company _________________________________________________________

Phone # of evaluator and agency or company _____________________________________________

Fax # of evaluator and agency or company _______________________________________________
Please indicate your approximate opinion of the intern’s mastery of skills/abilities/technologies listed below by checking the appropriate box.

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<tr>
<th>SKILL/ABILITY</th>
<th>SUPERIOR</th>
<th>EXCELLENT</th>
<th>AVERAGE</th>
<th>FAIR</th>
<th>POOR</th>
<th>N/A</th>
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<td>Accounting Skills</td>
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Work Schedule of Intern: __________________________________________________________

_______________________________________________________________________________

Description of Intern’s assignments: ______________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________
What specific skills has the intern learned?

_______________________________________________________________________________

_______________________________________________________________________________

Intern’s effectiveness in completing assignments:

_______________________________________________________________________________

_______________________________________________________________________________

Intern’s strengths:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Did the intern finish assignments in a timely manner?

_______________________________________________________________________________

_______________________________________________________________________________

Was the intern punctual?

_______________________________________________________________________________

_______________________________________________________________________________

Would you hire this intern if you had an opening?

_______________________________________________________________________________

_______________________________________________________________________________

Would you recommend this intern to another business for employment?

_______________________________________________________________________________

_______________________________________________________________________________

Other comments on the intern’s abilities:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________
Internship Assessment Report

This form should be filled out by the graduate student intern upon completion of the internship. Please return it to the Center for International Studies along with your research paper(s).

Student’s Name: ___________________________________________ Student ID #: ______________

Semester and Year of Internship: ______________________________

Name of Agency/Business and location where student completed internship: ______________________________

_________________________________________________________________________________________

Description of the business or agency for which you worked, including its principal functions and activities:

_________________________________________________________________________________________

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List of tasks assigned to you during your internship: _____________________________________________

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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 interview: ______________________________________

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What do you feel you gained from the experience?

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List any suggestions or criticisms: __________________________________________________________
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Evaluation of how your general, as well as specialized, college education assisted you in your internship.
Please reference specific classes that you completed at Texas State University that you feel were especially beneficial to you during your internship: ____________________________________________
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Texas State University  
Center for International Studies  
Internship Work Log – IS 5387

This log should be maintained weekly and submitted to the Internship Coordinator by the last class day of the semester or summer session. You must complete a minimum of 150 hours at the internship site although the company/agency may require more.

Name: ___________________________  
Total Hours worked: _____________

Company/Agency: ____________________  
Supervisor: ________________________

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