

## INTERNSHIP 484 INFORMATION FORM

International Studies Degree Program  
Texas A&M University

### Requirements for the INTS 484 *in absentia* Internship as part of the International Experience (3 credit hours on a satisfactory/unsatisfactory basis)

**In order to earn credit for an internship/volunteer work and have it count toward the INTS International Experience you must complete this process at least three weeks prior to the end of classes in the spring or fall semester. You must**

- find at least one Study Abroad alternative as a backup plan to an internship, consult with an Advisor at the Study Abroad Office, and obtain his/her signature on the purple Intent to Participate Form (available at INTS);
- meet with the INTS International Experience Advisor and submit the Intent to Participate Form;
- turn in to the INTS I.E. Advisor a letter that describes the internship in detail, is printed on official company or other organizational letterhead, and signed by the prospective on-site internship supervisor (it may be faxed directly to INTS);
- ensure that the work will involve your use of the foreign language on a regular basis and meet other INTS requirements;
- turn in all other required paperwork relating to the internship;
- fill out the online Emergency Contact Form with the TAMU Study Abroad Office;
- get signed INTS approval for the internship before it begins;
- enroll in INTS 484 *in absentia* for the term that you are doing the internship and complete all coursework satisfactorily by the end of that term, including sending an Update mid-way into the internship.

**Purpose:** In order to fulfill their International Experience requirement, INTS students may receive three credit hours for an internship in a foreign country, normally with study abroad courses or in some cases an internship only. The internship must take place in a country in which their foreign language is the language of daily use. Students must also ensure that their internship will involve **regular use of their foreign language**, rather than English. Three credit hours may be earned through a full-time internship lasting five weeks, or through a part-time internship lasting ten weeks or longer.

The internship may consist of work-training in a U.S. or foreign-owned business, government agency, or a non-governmental organization. Activities aimed at or supporting religious conversion or proselytizing are not compatible with the Program's focus on international awareness and cross-cultural learning.

Because they can vary greatly in scope and description, internships independently found by the student require that the student assume all responsibility regarding personal safety, adequate accommodations, and being informed about relevant laws of the host country. The student must also provide INTS and the TAMU Study Abroad Office with up-to-date emergency contact information and promptly report any changes of location or itinerary during the International Experience. The International Experience Advisor will determine acceptability of all internship activities. Students are also required to attend an appropriate travel-related informational session at the Study Abroad Office.

**Prerequisite:** Since you are completing this course as your International Experience, you must meet all requirements for the International Experience. The internship must be done outside of the U.S. and its dependencies, territories, and commonwealth in order to count toward the International Experience. All internships must receive final approval before departure by the INTS Program Director or Associate Director (Advisor).

**Prior approval:** The internship has to be approved by INTS before the work is undertaken. International internships require careful planning. In order to be assured full consideration, students must make an appointment with the Advisor to discuss their internship plans at least two months before the start of the internship. The Advisor reserves the right not to approve an internship if the guidelines are not met before departure.

**Internship Information Form:** Students must fill out and sign this form with the International Experience Advisor and agree on internship specifics before the internship begins. A signed letter from the employer describing the work and confirming the estimated number of hours to be worked as well as the regular use of the foreign language is required before the internship begins (for independent internships the employer's letter must be signed and notarized) and submitted to INTS at least 3 weeks before the start of foreign travel. "Independent" means any internship for which there is no on-site designated advisor to whom interns may turn for help outside of/separately from the business, government agency or other organization of internship.

**Registration:** International Studies majors seeking internship credit will register for "INTS 484 Internship *in absentia*." You must enroll in "INTS 484 *in absentia*" during the semester you are doing the internship, not in the semester after.

**All work relating to the internship must be completed during the term of the internship and by the due date determined by INTS on the last page of this form.**

**Internship Report:** Each student must write a formal Report (10 pages, double spaced, minimum) evaluating the internship experience. The Report will be descriptive and critical. Requirements for the Report and other materials are described below. The Report will remain permanently on file in the INTS office and accessible to other INTS students.

**Employer evaluations:** Work supervisors will be asked to submit written evaluations of the student's work to the department at the completion of the internship. Additional reports may be requested.

**Grading:** Grading will be S/U (satisfactory/unsatisfactory) only. Credit hours will be awarded for internships granted S, but the hours will not be figured into the student's Grade Point Ratio. In the case of a U grade, the credit hours, with zero grade points, will be counted in computing the GPR, just as if the grade were F. In order to receive a grade of "satisfactory," students must turn in the 10-page Report, employer evaluations, and all other material requested by the Advisor, by the due date indicated on the **Internship Information Form**. An "Incomplete" will be granted only in rare cases, such as documented medical or family emergencies. Since you will be abroad, you are strongly urged not to wait until the final due date to turn in your materials.

**Update:** Each student must e-mail, fax, or write an Update to the Advisor/Instructor at mid-point during the internship. This should be a 1-2 page update on the internship experience. The student should discuss the work he/she is doing and what is being learned in the process. Suggestions for changes should be included if the intern wishes to modify the experience.

Aug. 2006

Students enrolled in INTS 484 must produce the following before receiving credit:

1. An essay-style Internship Report of at least 10 pages of printed text (MLA style, 11 or 12 pt. font Times New Roman) that a) describes the internship experience, b) comments on the strong and weak points of the internship, c) evaluates the worth of the internship, d) places it in the context of your broader cultural experience in that country, and e) suggests what could be done by both the employer and a future intern to make the experience better. If you wish to include “outside” (e.g. quoted) material in your text, make sure that it is in addition to the 10-page count! The Report should also analyze the cultural and international aspects of the internship.

2. Optional appendix with exhibits of work or other job-related material.
3. Optional pictures from the experience.
4. Employer/supervisor evaluations (attach University-approved translations if necessary)
5. Any additional materials requested by the Advisor

The Internship Report should be typed and edited in the professional manner. Just as the internship showed the student’s abilities, so should the report. Consider the Report a presentation of your best professional face to the world. Do not use the 1-2 page Update as part of the Report.

Please turn in all material on paper, including documentation of international travel (copies of airline tickets, or equivalent) showing specific travel dates to/from host country. By the due date determined by the INTS International Experience Advisor, you must turn in one hard copy and one electronic copy (emailed to the Advisor as an MS WORD attachment or turned in on diskette or CD-Rom). The Internship Report will be kept permanently in the International Studies Degree Program.

Aug. 2006

**INTERNATIONAL STUDIES DEGREE PROGRAM**

Texas A&M University  
College Station, Texas 77843-4119

**Evaluation of Internship Students**

Student's Name \_\_\_\_\_

Interning at \_\_\_\_\_

Dates of Internship \_\_\_\_\_

To the student's supervisor: Please rate this intern's performance to this point in the internship on the following items.

	<b>Superior</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
● Ability to work with others				
● Capacity to follow instructions				
● Ability to adapt to the job				
● Relations with customers/clients				
● Professional/Technical Skills:				
-Overall writing ability				
-Grammar				
-Spelling				
-Use of equipment (if appropriate)				
- General knowledge of field				
● Overall assessment of performance				

Comments (Please add whatever may be useful in grading this intern or that may be helpful in improving our intern program):

Signature of evaluator \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Aug. 2006

**INTERNSHIP INFORMATION FORM**  
International Studies Degree Program  
Texas A&M University

Name of intern \_\_\_\_\_ Student UIN \_\_\_\_\_

Total number of hours completed toward degree \_\_\_\_\_

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Name of intern's supervisor \_\_\_\_\_

Title \_\_\_\_\_

Telephone number \_\_\_\_\_

Dates of internship \_\_\_\_\_

Number of hours of work per week \_\_\_\_\_

Estimated total of hours of work for the internship \_\_\_\_\_

**Attach a letter from the employer confirming the internship, stating the number of hours to be worked and describing the work to be done. If the internship is an independent one, the letter must be signed and notarized. The student must also furnish detailed information about his or her accommodations, access to telephone, fax, and email, and itinerary for the entire International Experience.**

**The Internship Update is due by fax or email by \_\_\_\_\_, 200\_\_.**  
**Failure to meet this deadline may result in non-credit for INTS 484 and having to repeat the International Experience. The student is responsible for staying in communication by email with INTS throughout the Experience and must regularly check NEO email.**

**The Report and Supervisor's Assessment for INTS 484 are due during TAMU business hours on \_\_\_\_\_, 200\_\_. These may be emailed or faxed by this date.**

A hard copy must be turned in by this date. An electronic copy of the Report must also be turned in by this date. In case of a delayed hard copy, the electronic copy of the Report will be sufficient for meeting the deadline. Reports that require further revision must be submitted again no less than three business days before your grade is due at the Registrar's Office. An "incomplete" will be granted only in rare cases, such as documented medical or family emergencies (see TAMU Rules).

Aug. 2006

Please note that if your internship extends past the deadline, the internship will be considered up to the deadline for INTS purposes. Finish out the internship if you wish to do so.

I understand all of the Internship requirements and agree to meet the deadline for submitting all course materials. Furthermore, I understand that I may have to repeat the entire Experience if these requirements are not met in full and in a timely manner.

\_\_\_\_\_  
(Signature of intern)

Approved: \_\_\_\_\_  
(International Experience Advisor)

\_\_\_\_\_  
(Date)

**This form must be signed in the presence of the Advisor. Student keeps one copy.**