**Inst 385  Summer Internship in International Studies – 3 hours**

**Introduction**

*Inst 385 Summer Internship in International Studies* provides valuable pre-professional experience and a unique opportunity to study International Studies outside of the traditional academic setting. Interns will be able observe first hand and participate in the day-to-day operations of an international business, a non-profit organization, or a government agency, and they will have a chance to gain a new perspective on the economic, political, and cultural issues that shape the modern world.

This document lays out the requirements to receive academic credit in Inst 385. Inst 385 is a Z-graded, three-credit-hour course that can count for the Inst-elective requirement. Students enroll in Inst 385 in the semester after completion of the summer internship. The awarding of academic credit is dependent on fulfillment of the requirements stated below. Please contact the Croft academic advising staff for questions regarding Inst 385.

**Learning Objectives**

The purpose of Inst 385 is to integrate academic learning with the practical experience that students gain during their internship. The internship itself constitutes the practical component of the course; reflection upon the experience and the synthesis of theory and practice take place during the academic phase in Inst 385. Academic credit is granted for completing a series of academic assignments that are based on the internship experience.

Upon successful completion of Inst 385, students will have developed

- a reflective and critical understanding of what it means to work in international affairs, policy, or business in practice;
- the ability to communicate in writing their understanding of an international issue related to the internship experience.

**Requirements**

There are four core requirements for successful completion of Inst 385. The attached “Assignment Guidelines” discusses these requirements in greater detail.

1. Completion of an internship with a business, a non-profit organization, or a government agency that includes a significant international component and includes at least 120 hours of internship work. All internships used for this course must be pre-approved by the Croft Institute’s academic advisors before the start of the internship. Any arrangement not approved by the Croft Institute will not be eligible for credit.

2. Fulfillment of the terms of the contract interns sign with their internship provider, the so-called “Internship Training Agreement” (ITA). The performance evaluation completed by the internship provider will constitute the basis of assessment for this requirement. A negative or unsatisfactory assessment constitutes grounds to deny academic credit for Inst 385.

3. Completion of a six to eight page analysis of your internship experience (typed, double-spaced, 1800-2400 words).

4. A ten-page academic paper relating the organization at which the intern worked during the preceding summer to a larger international issue related to his/her regional or thematic concentration (typed, double-spaced, about 3000 words).

If applicable, students also submit any written work or research they produced during the internship as further evidence of their writing ability and analytical skills employed as an intern.
Inst 385 Assignment Guidelines

The foundation of Inst 385 is experiential learning. Working as an intern, you will have the opportunity to deepen your knowledge about international business, policy, and/or culture and identity, enhance your professional skills, build your network of contacts, and inform your career choices in this field. Nonetheless, the experiences you have in the workplace are just the raw material of an internship. Research suggests that experience alone does not lead to growth; active reflection and continuous self-assessment are also necessary. Inst 385 provides the structure for individual and peer reflections to ensure that you make the most of your internship this semester. Below is a description of the four requirements for Inst 385.

(1) Completion of Pre-Approved International Internship
The first requirement of this course is the completion of an internship that gives you exposure to international issues and affairs. An internship completed abroad is certainly eligible, as is work done with an American business, non-profit, or governmental agency in which you deal directly with international issues, partners, and/or customers and suppliers. An internship with a strictly local, regional, or domestic focus is not eligible. Determination of the eligibility of any particular internship for this course is at the discretion of the Croft Institute’s academic advisors. Contact your advisor as soon as you begin considering an internship to see whether it can be counted. You must get written pre-approval of your internship before you begin working there if you intend to use it for this course.

(2) Internship Training Agreement and Performance Evaluation
Your internship grade will be partly based on your supervisor’s evaluation of your internship work. For you to receive Inst 385 credit, (a) you must submit a complete Internship Training Agreement (ITA) contract within two weeks of that start of the internship AND (b) your supervisor must submit a completed performance evaluation no later than the third week of classes during the semester in which you take Inst 385. The performance evaluation will be based on your fulfillment of duties stated in the Internship Training Agreement (ITA). You and your intern supervisor must sign the ITA attached to this document. The ITA should stipulate the responsibilities and expectations for your internship. Once you and your supervisor sign the contract, please email a scanned copy and/or mail or fax a hard copy to your academic advisor at the Croft Institute (Croft Institute of International Studies, P.O. Box 158, University, MS 38677, e-mail: wschenck@olemiss.edu or gispen@olemiss.edu), fax: 662-915-1504.

The ITA will become a binding document once we receive it, and we will refer to it to ensure that everyone’s expectations are met. Be sure to have a detailed discussion with your supervisor concerning your duties before you sign the contract, so that you both have the same understanding for the summer. This careful examination will help you avoid any misunderstandings and disappointments later in the summer. The contract will also serve as a basis for the performance evaluation form your supervisor will complete at the end of your internship.

Once the ITA contract is signed by you and your supervisor, you are committed to stay in the position for the duration of the internship period. Midway through the period we may contact your supervisor to discuss your progress. Croft strongly recommends that you establish your own regular meetings (weekly or monthly) with your supervisor.

(3) Analysis of Internship Experience
The second requirement is to complete a six to eight page analysis (1800-2200 words, typed, one-inch margins) of your internship experience. You should describe your day-to-day activities, as well as the larger role and function of the organization at which you worked as an intern. Be sure to include a critical evaluation of the organization’s work, including things that they do well and areas where they could improve. An important source for your evaluation will be your discussions about the organization’s work and significance with your supervisor or someone else with a similar position. You must also include the names and contact information of people you meet in the course of your internship. It will be useful to keep a journal and other notes during your internship experience in order to prepare a thorough and complete analysis.

(4) Academic Analysis Paper
The final requirement is a ten-page academic paper (3000 words, typed, one-inch margins) relating the organization at which you worked as an intern to a larger international issue related to your regional or thematic concentration. This paper will be completed during the semester following your internship. The academic staff at the Croft Institute will advise you towards finding a manageable topic and useful sources. Depending on your regional and thematic concentration and the organization at which you worked, this paper may be an analysis of the background and consequences of your organization’s own actions in an international setting or a deeper investigation of an issue that concerns your organization.
INTERN DATA

Student’s Name:____________________________________ Classification:_______________________

Semester: ( ) Fall ( ) Spring ( ) Summer Yr:_____

Address:______________________________________________________________________________

City:_______________________ State:_________ Zip:___________ Major:_______________________

Phone:_________________________________ Email:_______________________________________

AGENCY DATA

Agency’s Name:_______________________________________ Phone:________________________

Supervisor’s Name:__________________________________ Title:______________________________

Email Address:____________________________________ Fax:_______________________________

Address:______________________________________________________________________________

City:__________________________________ State:__________________ Zip:____________________

TIME COMMITMENT:

Starting Date:______________(mm/dd/yy)    Ending Date:______________(mm/dd/yy)

Hours to be worked each week:____________

PLACEMENT ACTIVITIES:  (Student’s responsibilities, method and frequency of supervision, employer’s responsibilities. Use the back of sheet if more space is required.)

I affirm the above internship information to be correct and understand that any change in or deviation from the conditions stated in this contract without approval from the Croft Institute staff or misrepresentation of the facts of this agreement may result in termination of the internship and/or no award of academic credit.

Student’s Signature:______________________________________________________ Date:_____________

To the student: You must obtain the Agency Supervisor’s signature below before returning this form to the Croft Institute

I verify the above to be correct and agree to complete the Final Internship Evaluation Form at the end of the student’s internship.

Agency Supervisor’s Signature:_________________________________________ Date:_________________

Croft Academic Advisor Signature:____________________________________ Date:___________________
FINAL INTERN EVALUATION FORM
Croft Institute for International Studies at the University of Mississippi

Student Name: ________________________  Supervisor Name: ________________________

Internship Site: _______________________________________________________

To the intern supervisor: Please complete this form, and give it to the student in a sealed envelope signed across the flap. You are encouraged (but not required) to discuss this evaluation with the student. Supervisors may also choose to fax the completed form directly to Dr. William Schenck at (662) 915-1504. This evaluation will be made available to the student once the student has returned to his or her home campus. More than one item can be checked in each category. You may write additional qualitative comments on the back of this form.

Attitude Towards Work  Dependability
Very enthusiastic  Completely reliable following instructions
Positive-willing to work  Meets obligations, needs little supervision
Shows interest most of the time  Requires careful supervision
Somewhat indifferent  Requires frequent follow-up on routine duties
Definitely not interested  Unreliable even under close supervision

Work Initiative  Cooperative
Recognizes work to be done  Good team worker, well accepted, tactful
Does more than assigned, with direction  Works well with others
Does average amount of assigned work  Gets along satisfactorily
Sometimes tried to avoid work  Has difficulty working with others
Low production, unreliable  Unfriendly, rude, hard to get along with

Quality of Work  Public Relations
Always does neat, accurate work  Outstanding relationship with public
Usually produces high quality work  Good relationship with public
Produces acceptable work  Satisfactory in communicating with others
Inferior work is common  Has difficulty in communicating with others
Does almost no acceptable work  Frequently rude, unfriendly

Adaptability  Criticism
Reacts very quickly to new situations  Encourages constructive criticism
Easily learns new duties if given time  Accepts constructive criticism well
Routine worker, needs detailed instruction  May become defensive upon receiving criticism
Slow to learn and accept new duties  Unable to accept it, takes offense

Overall Performance:
Outstanding  Very good  Good  Average  Marginal  Unsatisfactory

Did the student meet the time and activity requirements as stipulated in the Internship Agreement?
Yes  No

What were the intern’s most valuable skills?

Has this evaluation been discussed with the intern?  Yes  No

Supervisor’s Signature: ________________________  Date: ______________________