



**School of Public &
International Affairs**
UNIVERSITY OF GEORGIA

Dept. of International Affairs
INTERNSHIP MANUAL



INTL 4720 & 7421/4722

Internship Learning Outcomes

An internship experience provides the student with an opportunity to explore career interests while applying knowledge and skills learned in the classroom in a work setting. The experience also helps students gain a clearer sense of what they still need to learn and provides an opportunity to build professional networks. Having real-world experiences beyond the classroom provides you with an opportunity to fully examine your strengths, weaknesses, passions, and values as an active member of the workforce. Reflecting on this experience should allow you a clear focus on what you wish to do so contribute to society upon graduation. Upon completion of both the internship and the academic requirements for internship credit, students will be able to:

- Apply knowledge and skills learned in the classroom in a professional setting.
- Develop a greater understanding about career options while more clearly defining personal career goals
- Develop and refine oral and written communication skills
- Identify areas for future knowledge and skill development

Choosing the Correct Internship Course

When you choose to earn credit for an internship with International Affairs, you will register for two courses: 4270 and then *either* 4271 or 4272. There are more details in the table on the next page about how to choose between 4271 and 4272, but all of the course materials you will need to successfully earn credit for our course can be found on eLC under INTL 4720.

Students will use eLC to submit all assessments for this course. It essential that they monitor its content regularly. There are two internship courses available within International Affairs INTL 4271 INTL 4272. Please examine the differences in assessment formats of these two internships and determine which course best meets the goals for your internship experience. If you need guidance, feel free to schedule an appointment with the Internship Director, Leah Carmichael. To schedule an appointment, please do so at www.leahcarmichael.me > Student Resources (password is “godawgs”) > How Can I Help?>Make An Appointment.

Course/ Hours	INTL 4721	INTL 4722
4 hours	<p>If you choose this internship course and take four hours, then you will need to:</p> <ul style="list-style-type: none"> ➤ Commit to 20 hours or less a week for for at least 12 weeks ➤ Submit one 10-page research project (details below) 	<p>If you choose this internship course and take four hours, then you will need to:</p> <ul style="list-style-type: none"> ➤ Commit to 20 hours or less a week for at least 12 weeks ➤ Submit eight 1-page essays
8 hours*	<p>If you choose this internship course and take eight hours, then you will need to:</p> <ul style="list-style-type: none"> ➤ Commit from 21 to 39 hours a week for internship work for at least 12 weeks ➤ Submit one 15-page research project 	<p>If you choose this internship course and take eight hours, then you will need to:</p> <ul style="list-style-type: none"> ➤ Commit from 21 to 40 hours a week for internship work for at least 12 weeks ➤ Submit eight 2.5-page essays
12 hours	<p>If you choose this internship course and take four hours, then you will need to:</p> <ul style="list-style-type: none"> ➤ Commit to at least 40 hours a week to the internship for at least 12 weeks ➤ Submit one 20-page research project 	<p>If you choose this internship course and take four hours, then you will need to:</p> <ul style="list-style-type: none"> ➤ Commit to at least 40 hours a week to the internship for at least 12 weeks ➤ Submit eight 5-page essays
<p>You must confirm the hours with will earn for your internship with your SPIA advisor.</p> <p>* If you are participating in the Washington Semester Program, you internship is almost always worth eight academic credit hours.</p>		

Assessments (Specific deadlines will be noted in course syllabus)

I. Memorandum of Agreement: Students will be able to collaborative with their supervisor to outline five main learning objectives for their particular internship. Please see sample of a MOA below.

Memorandum of Agreement

To: Dr. Leah Carmichael, Internship Director, Department of International Affairs
From: *Student's Name*
Date: / /
Re: *Name of Organization Hosting the Internship*

This memorandum serves as an official agreement between my internship supervisor, [name, job title], and me. My internship supervisor's email is [email here] and number is [number here].

We have agreed that I will be working for [name of company] in [city, state/country] from [start date] to [end-date]. My internship job titles is [title here].

My primary learning outcomes for this internship will be:

- 1.
- 2.
- 3.
- 4.
- 5.

<p>Student Signature:</p> <p>_____</p>	<p>Supervisor Signature:</p> <p>_____</p>
<p>Date:</p> <p>_____</p>	<p>Date:</p> <p>_____</p>

- II. Eight Analytical Essays *or* One Research Project:** Essays should summarize what you learned, assess how successful you are in achieving your Learning Objectives, and highlight any other insights about the organization, industry, or career field. In contrast, the research project gives you the opportunity to produce an original research project that is pertinent to your internship. Additional information on these assignments can be found in the course syllabus.
- III. Internship Evaluation:** Internships completed for credit require participation by both the student and his or her supervisor in web-based internship evaluations. Dr. Carmichael will send a link to your supervisor *after* you have submitted your evaluation with their email address.
- IV. Video Testimonial:** The last assignment for your internship credit will be a one to two minute video summarizing salient elements of the internship experience. The video should include: (1) you or someone from the organization describing the organization, (2) you discussing what you like about the internship that you did, and (3) images of you interning.