

International Studies (INST 487) Internship Guidelines

INST 487 allows up to 3 credits for completion of a relevant internship experience. These credits can count toward the International Studies major.

Students who are *not* International Studies majors should consult with their major advisor regarding internships and the applicability of INST 487.

PURPOSE AND PARAMETERS OF THE INTERNSHIP:

The purpose of an INST 487 internship is to seek a quality learning experience equivalent to that of a 400-level International Studies class. Internship should enhance relevant experience for future professional employment.

The substance of the INST 487 internship should be an experience that cultivates one or more of the following objectives of the International Studies program:

- ❖ Engaging International Studies themes
- ❖ Communicating across cultures
- ❖ Addressing international or global issues
- ❖ Applying an interdisciplinary approach to knowledge

For example, many students take on leadership roles teaching or tutoring across social, cultural, or linguistic divides. Others volunteer with non-profit organizations serving underprivileged populations or addressing development and sustainability issues. Students may contribute in areas such as research, event planning, public relations, fund raising, or other initiatives. There are many options to explore.

PROCESS:

1. **Schedule an appointment** with the International Studies Internship Coordinator to discuss the possible internship. Internship Coordinator: Dr. Allison White, Allison.White2@colostate.edu.
2. **APPLICATION DEADLINE:** At least one week prior to the first day of the semester, unless otherwise noted. Submit an Internship Agreement Form (attached), completed and signed, to the International Studies Internship Coordinator for review.
3. **Submit a completed CSU liability waiver form, as required;**
4. **Receive approval and an override** for INST 487 from the International Studies Internship Coordinator and/or the International Studies Director;
5. **Register for INST 487** before the deadline for adding courses for the semester.

STUDENT ELIGIBILITY REQUIREMENTS:

- Officially admitted to CSU
- A declared major in the College of Liberal Arts
- Sophomore standing or higher
- Minimum 2.0 GPA
- Application submitted by deadline:** one week prior to the beginning of classes for term of enrollment
- Application approved by INST Internship Coordinator: Allison.White2@colostate.edu.
- Student is not receiving/ has not received college credit for any other course for work performed.

LOCATING AN INTERNSHIP:

The responsibility for locating an internship for INST 487 is the student's.

- ❖ Internship credit is awarded for work done during the term of enrollment only. No retroactive credit awarded.
- ❖ Only one INST 487 internship per semester.
- ❖ Up to 3 credits of INST 487 can count toward the International Studies major requirements.
- ❖ Internships can be either paid or unpaid.
- ❖ Internship grading scheme will be determined on a case-by-case basis by the Internship Coordinator. The standard grading scheme is traditional

INTERNSHIP AGREEMENT FORM

INST487; 1-3 credits (must specify amount)
(Grade Scheme: Internship Coordinator Option)

International Studies
 College of Liberal Arts, Dean's Office
 Colorado State University
 Fort Collins, CO 80523
 Phone: (970) 491-5421
 Fax: (970) 491-0528

Met w/ CSU Coordinator to review req's	
Completed this form	
Gave override for INST487	
Student mid-sem eval	
Supervisor mid-sem Eval	
Student final paper	
Student final resume	
Supervisor final eval	
Grade submitted	

NOTE: This form needs to be completed and returned at least one week prior to the first day of the semester. The internship must be done in the same semester in which you enroll for credit.

To be completed by Internship Coordinator:

Semester of Internship: _____

Internship start date (no earlier than 1st day of classes): _____

End date (no later than last day of classes): _____

Number of credits: _____

Grading mode: Traditional Satisfactory / Unsatisfactory

To be completed by student:
STUDENT INFORMATION (Please write legibly.)

Name _____ CSU ID# _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Class/Year _____ Major _____

INTERNSHIP SITE INFORMATION (Please write legibly.)

Sponsor (Organization) _____

Sponsor (Organization) Website _____

Address _____

City _____ State _____ Zip _____

Supervisor _____

Supervisor Work Phone _____ **Work Email** _____

***Student Responsibility:**

During the process of locating an internship, completing necessary paperwork, and actually working in the organization, students should remember that they represent Colorado State University and the department as well as themselves. A student who performs poorly or otherwise creates problems on the job not only jeopardizes his or her own standing with the organization and his or her grade for the internship but may jeopardize the opportunity for future students to work with the organization. In addition, prior to accepting an internship, students should clearly establish and understand the required job duties and terms of payment in consultation with the organization providing the internship. *While the student is on the job, he or she is under the supervision of the organization.*

***Workers' Compensation:**

*For off-campus internships, if the student receives **any** remuneration for the internship, including but not limited to pay, room, or board, the student is NOT covered by CSU workers' compensation but is covered by the hosting entity's workers' compensation or insurance.* If the student does not receive any remuneration for an off-campus internship, CSU workers' compensation covers the student. Students paid by non-University sources even though working in a University facility or engaged in University projects are not covered by CSU's workers' compensation. Students paid by CSU and working at CSU are covered by the University's workers compensation.

STUDENT AGREEMENT

In addition to the above goals and activities, the following also apply:

1. Student completes a mid-semester assignment (1-2 pages) via email to International Studies Internship Coordinator, Dr. White: Allison.White2@colostate.edu.
2. Student submits an updated resume at end of the internship.
3. Student completes an essay at the end of the internship (1-2 pages).
4. Student completes requirements for internship (number of credits will be determined by Internship Supervisor and International Studies Internship Coordinator depending on amount of work anticipated.)
5. **Student's supervisor completes two evaluations:** 1: mid-semester; 2: within one week of completing the internship. Send to Dr. Allison White at Allison.White2@colostate.edu.
6. Receive 1-3 credits for internship experience. Grade determined by Internship Coordinator.
7. Student understands and accepts employment and payment terms of organization providing the internship.
8. Student is not receiving and has not received college credit for any other course for the work performed.

Student Signature _____ Date _____

CONTRACT APPROVALS

NOT TO BE SIGNED UNLESS THE STUDENT HAS COMPLETED ALL SECTIONS ABOVE

1. **Internship Supervisor** _____ Date _____
Number of expected "work" hours for internship? _____

2. INST Internship Coordinator _____ Date _____
Number of credits based on number of expected "work" hours? _____

H drive: Advising Center/International Studies/ Internships/INST487 Internship agreement form (SP17)
*Material borrowed from: LB487, <http://communicationstudies.colostate.edu/docs/internship-guidelines-8-8-11.pdf>