

## Contract for Internship

### Julien J. Studley Graduate Program in International Affairs

In order to get academic credit for an internship, submit a signed copy of this form, an approved internship proposal form, and the organization's written confirmation of the internship letter to the GPIA Office, 72 5<sup>th</sup> Ave, 7<sup>th</sup> Floor.

**Student Name and N number** \_\_\_\_\_ **Date** \_\_\_\_\_

Title (to appear on transcript) \_\_\_\_\_  
*Titles can be no longer than 24 characters.*

**Credits**   3  

#### **Internship Proposal**

After obtaining written confirmation letter from the organization where the internship will take place, you must submit a proposal form to the member of the GPIA faculty who agreed to serve as your Faculty Supervisor. You must submit a written confirmation letter from the organization of the internship and the proposal approved by you Faculty Supervisor with the Contract for Internship in order to receive academic credit.

#### **Supervisor Evaluation of the Intern**

The on-site supervisor must provide a 1-2 page evaluation form and submit it to the Faculty Supervisor.

#### **Student Report**

A written report of 10-15 pages must be submitted by the student to the Faculty Supervisor upon completion of the internship. The report should include what tasks and responsibilities that student undertook and accomplished, and how the internship benefited the student.

#### **Deadline**

Evaluation and report must be submitted by the last day of the semester. Therefore, students should start writing the report a few weeks in advance. With both the report and evaluation in hand, a grade of "P" (Pass) or "F"(Fail) will be submitted.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **Approval**

**Signature of Faculty Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Associate Director** \_\_\_\_\_ **Date** \_\_\_\_\_

*Note: Students must register during the scheduled registration period. Internships are subject to the same add/drop deadlines as existing courses. The work must be completed no longer than the end of the current semester. The tuition for internships is the same as for other credit-bearing courses.*

January 2014