

## **Center for International Studies Internship Paper Guidelines**

Students may register for INST 595 for between 1 and 15 credit hours. This is determined by the 25 hour on-site rule. The most credit hours that can be counted toward degree requirements are 5 hours. If the student registers for internship hours they are required to complete the Internship Paper Report and presentation.

Students should keep a journal of their experiences during the internship to assist in writing the report. The focus of the paper should answer these questions:

### **MICRO AND MACRO PERSPECTIVES**

- What were your day to day duties?
- How was your department organized? How did it function?
- How was the organization structured? How did it function?

### **CRITICAL SKILLS**

- What skills were most useful to you?
- What skills were you deficient in?
- How could your program better prepare someone for this type of internship?

### **PERSONAL EXPERIENCE**

- What were the most valuable things learned, both technically and professionally?
- Would you recommend this internship to another student?

**GRADE** – Credit (CR) is submitted as the grade once the paper has been approved by the director