

## **GS 5500: Internship in Global Studies Syllabus**

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The Internship in Global Studies counts towards the requirement to complete a “global experience” for Global Studies majors. Internships allow students to apply the knowledge they have acquired through the Global Studies program and to gain practical experience in their scholarly and professional areas of interest. An internship can also allow students to explore possible areas in which they would like to pursue a career.

### **Learning Objectives**

Students will be able to:

- gain practical experience in their area of specialization while applying the knowledge they acquired in the Global Studies program.
- make connections between global stories, global issues, and globalization to a specific and the work a specific agency or organization carries out;
- explore in-depth global economies and politics, global health and environment, or global cultures and identities from the perspective of a specific agency or organization.

### **The internship entails the following:**

- In consultation with the director of Global Studies, the student must select an agency or organization under which they will carry out their internship.
- Students will work a minimum of ten hours a week.<sup>1</sup>
- Student must submit the “Internship Information Form” to the director at the beginning of the semester.
- No more than 15% of internship time should be spent on regular clerical duties such as filing, copying and regular receptionist duties.
- Students must maintain a weekly journal for the first 12 weeks of their internship. Students will turn in journals every week electronically to the director.
- Students will write a final research paper about their experience, consisting of 8-10 pages, to be turned in to the director at the end of the semester.
- The student must make sure that the organization contact person turns in the “Evaluation of Intern Performance.”

**\*\*In the case of students who do not maintain the terms of the internship,  
their internship will be terminated\*\***

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<sup>1</sup> A three credit course translates into three hours of class time and a minimum of two hours per credit hour of work outside of class. This comes to nine hours minimum to achieve a passing grade in a three-credit course. Students doing an internship of ten hours per week plus journal work and research paper are doing the equivalent of what is expected in a three-credit course.

## **Journals**

- Maintain a detailed record of your daily activities. Date each individual entry.
- Journal entries should be at least 2 pages per week.
- Students should include at the beginning of their journal a description of the organization they are interning with: what services does the organization offer? what is its overall purpose? how does it carry out its purpose? You can include information from the organization's website or pamphlets.
- Students should explain their role and what they will be doing through the internship, and how they believe it will contribute to their professional development.
- As students become more familiar with the environment, they can include such things as: what is most/least fulfilling aspect of the job? what kinds of problems were encountered? what was managed particularly well or poorly? how are tasks delegated? how does this organization engage in global economies or politics, global health or environment, global cultures and identities? in precisely what ways? is the organization effective in reaching its goals?
- The journal should not simply be a list of what you did each day, but rather, it should serve as a means to evaluate the organization with which you intern as well as your experience with that organization. For instance, students can focus on particular cases, experiences, and encounters, and develop descriptive accounts and analyses of them.

## **Research Paper**

- The research paper will be 8-10 pages, double-spaced, 1-inch margins.
- Students can draw from their internship experience, but they must also include at least 5 secondary references (scholarly articles or books) on the organization itself or on issues related to global stories, global issues, and globalization that are relevant to the organization or agency.
- Students will provide the director with a short 1-paragraph description, outline, and bibliography for the project by the end of the twelfth week of the semester.

## **Resume Blurb**

- Students must submit a short blurb intended for future employers as part of a resume or cover letter describing their duties at their place of internship. The blurb can be a paragraph or bullet points.

## **Grade:**

- Journal entries: 40%
  - Students will turn in journals every week for twelve weeks. Each set of journals will be worth 15% of your total grade.
- Evaluation of performance by Organization Contact Person: 15%
- Final Research Paper: 40%
- Resume Blurb: 5%

## **Grading Scheme**

A : 93.5-100  
B+: 87.5-89  
C+: 77.5-79  
D+: 67.5-69  
F: Below 60

A-: 90-93  
B :83.5-87  
C : 73.5-77  
D :63.5-67

B-: 80-83  
C-: 70-73  
D-: 60-63