

Procedures to apply for

Graduate Internships (INTL 6500) and Graduate Field Work (INTL 5300)

NOTE TO ADVISORS:

PLEASE PROVIDE THIS INSTRUCTION SHEET TO ANY STUDENT REQUESTING INFORMATION ABOUT INTERNSHIPS.

Graduate students wishing to conduct an Internship (6500) or Field Work (5300) for university credit as an IR elective must have completed all required courses (except INTL 6000). There are no exceptions to this rule and you may not conduct an Internship simultaneously while completing your non-6000 required coursework. The required coursework includes:

- INTL 5000 Introduction to International Relations
- INTL 5100 Research Methods and Perspectives
- Two courses from the Comparative Politics Cluster
- Four courses from the International Politics Cluster

Only if you have completed all the above requirements may you apply for an Internship or Field Work.

To apply for either, follow the procedure listed below precisely and in sequence.

1. Write a plan containing the following components:
 - a. A description of the position and the organization under which it will take place;
 - b. The contact details of the on-site supervisor
 - c. An annotated terms-of-reference for the position.
 - d. A detailed explanation of the learning outcomes you expect to achieve.
 - e. A theory-based explanation of why the project is beneficial to your academic education.
 - f. A signature and stamp of the supervisor and hosting institution.
2. Identify a faculty member who is willing to act as mentor and present to him or her evidence that you have completed all the course requirements.
3. Get the mentor's signature on a printed hard-copy of the plan. Email is not acceptable.
4. Get the IR Department Chair's signature (if he/she is not the mentor).
5. Present the final double signed document to your advisor to register for POLT 6500 or POLT 5300.

All Internships must lead to a substantive theory-driven analysis of the host institution and its activities. Internships are judged as PASS or FAIL for 3 credits

GRADUATE INTERNSHIP/FIELD WORK APPROVAL FORM (INTL 6500 OR 5300)			
STUDENT INFORMATION			
Student Name:			
Student Number:		Degree Major/Emphasis:	
Tel:	Email:		
INSTITUTION INFORMATION			
Sponsoring Organization:			
Address:			
Site Supervisor:		Title/Position:	
Tel:	Fax:	Email:	
INTERNSHIP/FIELD WORK INFORMATION			
Duration:		Hours Per Week:	
From:	To:		
Times (if applicable):		Compensation: (If Applicable):	
Faculty Supervisor:		Title/Position:	
Tel:	Fax:	Email:	
SUPPLEMENTAL MATERIALS			
<input type="checkbox"/>	Include with your application a written plan (Research Proposal) containing the following components:		
<input type="checkbox"/>	A description of the position and the organization where it will take place.		
<input type="checkbox"/>	The contact details of the on-site supervisor		
<input type="checkbox"/>	An annotated terms-of-reference for the position.		
<input type="checkbox"/>	A detailed explanation of the learning outcomes you expect to achieve.		
<input type="checkbox"/>	One research question		
<input type="checkbox"/>	A concept driven literature review		
<input type="checkbox"/>	One hypothesis		
<input type="checkbox"/>	One null-hypothesis		

GRADUATE INTERNSHIP/FIELD WORK APPROVAL FORM (INTL 6500 OR 5300)	
<input type="checkbox"/>	The planned method for testing both
<input type="checkbox"/>	An initial analysis of the limitations on the certainty of your hypothesis based on all of the above
<input type="checkbox"/>	A signature and stamp of the hosting supervisor and hosting institution on the complete stapled plan and a second signature on the research proposal specifically.
<input type="checkbox"/>	Evidence of completed course requirements.
SIGNATURES	
Number of Approved Credits (1-5)	
Signature of Site Supervisor:	Date:
Signature of Faculty Supervisor:	Date:
Signature of Department Head:	Date:
Signature of Academic Director:	Date:
CONFIDENTIALTY STATEMENT	
I shall use my best efforts both during and after my internship to protect the confidential, trade secret and/or proprietary character of all confidential information for so long as it shall remain proprietary or protectable, except as may be necessary for the performance of my internship:	
Signature of Applicant:	Date: