IAS 5913
INTERNATIONAL STUDIES GADUATE INTERNSHIP
Enrollment and Requirements

The Department of International and Area Studies recognizes that an internship experience can make a very valuable contribution to a graduate student’s educational development. The award of academic credit for an internship requires an element of reflection, research, and writing about the work you undertake. This academic component can strongly enhance what you gain from the opportunity and improve your ability to articulate knowledgeably the requirements, benefits and lessons of work in the public, private or non-profit sector.

Students may enroll for IAS 5910, International Studies Graduate Internship, for three hours of academic credit to satisfy the MAIS Research and Practicum requirement, or as elective credit if approved by the student’s advisory committee.

- The Department of International and Area Studies will accept responsibility for supervising interns only when the internship is part of a coherent educational plan.
- Internship credit will not be granted retroactively.
- IAS 5910 is graded Satisfactory or Unsatisfactory.
- IAS 5910 may be taken for three credit hours.
- For three credit hours, the expectation is about 150 hours of internship work and about 30 pages of writing.
- Internships must be supervised by a member of the faculty. The faculty member can be someone you know and have worked with in a previous class, or someone whose area of expertise fits with the work you will be doing in the internship. Ideally, your MAIS advisory committee chair will supervise your internship course.

If you have identified an internship opportunity and want to consider obtaining academic credit, follow these steps in order to enroll in IAS 5910:

1. Obtain for your MAIS advisory committee permission to complete an international internship to satisfy the Research and Practicum requirement.

2. Obtain from Dr. Suzette Grillot, a professor for CIS and internship coordinator, the internship statement of requirements and the application form.

3. Discuss the proposed internship with the faculty member you have chosen to supervise your internship course.

4. Complete the application form and obtain the special permission required for enrollment in IAS 5910.
5. Make arrangements to have the supervisor for whom you will work in the internship complete the form indicating agreement to your work. When the supervisor’s statement of agreement is complete, it should be mailed to your faculty supervisor.

6. Discuss with your faculty supervisor the academic component of your work. You should expect to complete a writing and reading assignment, which may include the following:

   A report at the end of the internship about what you did and what you think about your experience; plus a research element relating your own experiences to what has been written by scholars about the area of public life in which you were involved.

Questions? Please contact Dr. Suzette Grillot, Department of International and Area Studies, 165 Hester Hall, 405-325-6003, sgrillot@ou.edu.
Department of International and Area Studies
Application for IAS 5910, International Studies Graduate Internship

This form must be completed and submitted to a supervising faculty member from the School of International and Area Studies, with a copy to the Internship Coordinator prior to enrollment in this class.

Name: _________________________________ ID#: ____________

Current Address: _______________________________ Telephone: ____________
_________________________________________
_________________________________________

E-Mail Address: _______________________________ Telephone: ____________

Permanent Address: _____________________________ Telephone: ____________
_________________________________________
_________________________________________

How many credit hours have you completed at OU? ______

Are you taking the Internship course to satisfy the Research and Practicum Requirement for the MAIS degree:

______________________________________________________________

Proposed internship assignment:
Name of sponsor: ______________________________________________
Title of sponsor: ______________________________________________
Agency/organization: ___________________________________________
Address: ______________________________________________________
email: __________________________________ Telephone: ____________

Semester of proposed internship: Fall _____ Spring _____ Summer _____ 20__

Please attach to this application a letter of approval from your MAIS advisory committee chairperson.

Student Signature: _______________________________ Date: ____________

Supervising faculty member: _________________________ Date: ____________

1 Copy to supervising faculty member 1 Copy to Internship Coordinator
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To: Supervisors of University of Oklahoma interns:

The Department of International and Area Studies (CIS) at the University of Oklahoma recognizes that an internship experience can make a valuable contribution to a student’s educational development, and strongly recommends that students take advantage of such opportunities when they become available. Internships are often valuable simply for the experience they provide. However, under certain conditions it is possible for students to earn academic credit for an internship. The award of academic credit for an internship requires that students seek prior approval for the internship from the CIS, complete the internship assignment satisfactorily, and compile a portfolio about their experiences. The portfolio will include a statement of agreement from the supervisor for whom they intern, plus personal statements about the student’s experience, and a paper reflecting some reading and research about the work performed during the internship. When all elements are completed, the internship enrollment can contribute three hours of academic credit towards the student’s Masters degree in International and Area Studies.

Supervisor’s statement of agreement:

Nature and Duration of the Internship: Please describe briefly the type of responsibilities to be assigned, the anticipated work schedule, the beginning and ending dates, and the kind of supervision the student will have. (A minimum of 150 hours for three-credit enrollment.)

Note: On completion of the internship, the supervising faculty member may request an evaluation of the student’s performance.

Name of student intern: __________________________________________

Internship agency or office: _________________________________________
Address: _______________________________________________________
__________________________________________________________

Supervising person: _____________________________________________
Title: __________________________________________________________
Telephone: ______________________________________________________

Signature: ______________________________________________________

Questions? Please contact Dr. Suzette Grillot, Department of International and Area Studies, 165 Hester Hall, 405-325-6003, sgrillot@ou.edu.
IAS 5910
INTERNATIONAL STUDIES GRADUATE INTERNSHIP
Internship Paper Statement

Students enrolling in IAS 5910 for three credit hours are expected to write about 30 pages. The specific expectations about this writing should be discussed with the faculty supervisor. In general, however, there are two components expected in the paper that completes an internship.

1. Discussion of the internship experience:

   This should be about 5-10 pages, should be written in the first person, and should describe and analyze your experiences. Give an account that describes what kind of work you did, what kind of people (clerical, managerial/professional, political) or clients you worked with, how your department/agency/office was organized, what sort of policies or programs it implemented, whether you think it was successful in most or all of its operations, what critical observations you have made, and whether you learned anything new or important about how agencies work.

2. Research (about 20-25 pages):

   This component requires that you do some reading and research that is related to your internship field, and write a paper putting what you did into a larger context so that you can tie it to what we know about the major issues and operations of international studies today. You should ask your supervising faculty member for guidance on an appropriate research subject.

   The goal of this paper is for the student to indicate that his or her internship experience is combined with an awareness of current thinking about what you have been doing. Write the paper as if you are giving a report on what is known about your area of activity and what the major literature is that is relevant to understanding that work. You will try to establish a big-picture framework for your work, putting it into context and explaining how it fits with similar or related things that we know about the operations of international politics today. Finally, the paper should conclude with the professional and practical lessons that are the result of your internship and research exercise.

3. You should discuss strategies with your supervising faculty member for developing your research paper.

4. Your paper should be well-written and appropriately documented.

5. Your paper will be the last piece in the folder documenting your internship (Research and Practicum) experience.

6. The Department will retain a copy of the entire folder. You should also retain a copy.

Questions? Please contact Dr. Suzette Grillot, Department of International and Area Studies, 165 Hester Hall, University of Oklahoma, Norman, OK 73019, 405-325-6003, sgrillot@ou.edu.