

**INTERNATIONAL AND AREA STUDIES 3910,  
INTERNATIONAL STUDIES INTERNSHIP  
Enrollment and Requirements  
Academic Year 2009-2010**

The School of International and Area Studies recognizes that an internship experience can make a very valuable contribution to a student's educational development, and strongly recommends that students take advantage of these opportunities when they become available. Internships are often valuable simply for the experience they provide. However, under certain conditions it is possible to earn academic credit for an internship. 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 or non-profit sector.

Students may enroll for IAS 3910, International Studies Internship, for up to three hours of academic credit in a semester. The maximum credit allowed for internships is six hours.

- Only undergraduate students with a minimum 2.75 overall GPA, and with forty-five completed credit hours, are eligible for internship credit in IAS 3910.
- The School 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 3910 is graded Satisfactory or Unsatisfactory.
- IAS 3910 may be taken for either two credits or three credits. One-credit enrollments are not available.
- For two credit enrollments, it is expected that a student will perform about 100 hours of work in the internship and complete about ten pages of writing related to the internship. For three credit hours, the expectation is about 150 hours of work and about 15 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. Dr. Grillot will advise you on obtaining the agreement of an appropriate faculty member to supervise your internship. The SIAS internship coordinator is available upon request to supervise an internship.

If you have identified an internship opportunity and want to consider obtaining academic credit, follow these steps in order to enroll in IAS 3910:

1. Obtain from Dr. Suzette Grillot, a professor for SIAS and internship coordinator, this internship statement of internship requirements and the application form.
2. Discuss the proposed internship with the faculty member you have chosen to supervise your internship course.

3. Complete the application form and obtain the special permission required for enrollment in IAS 3910.
4. Make arrangements to have the supervisor for whom you will work in the internship itself fill out the form indicating agreement to your work. When the supervisor's statement of agreement is complete, it should be mailed to your faculty supervisor.
5. 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, School of International and Area Studies, 165 Hester Hall, 405-325-6003, [sgrillot@ou.edu](mailto:sgrillot@ou.edu).

**School of International and Area Studies**  
**Application to Enroll in IAS 3910, International Studies 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 Undergraduate Internship Coordinator prior to enrollment in this class.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Current Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Academic Major: \_\_\_\_\_

How many credit hours have you completed at OU? \_\_\_\_\_ Transferred?: \_\_\_\_\_

List classes taken in International and Area Studies, either at OU or transferred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed internship assignment:

Name of sponsor: \_\_\_\_\_  
Title of sponsor: \_\_\_\_\_  
Agency/organization: \_\_\_\_\_  
Address: \_\_\_\_\_

email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Semester of proposed internship: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ 20\_\_

For how many credit hours do you wish to enroll? \_\_\_\_\_

Please attach to this application a copy of your academic transcript or the advisor's computer generated advisory record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

**1 Copy to supervising faculty member    1 Copy to Undergraduate Internship Coordinator**

**INTERNATIONAL AND AREA STUDIES 3910  
INTERNATIONAL STUDIES INTERNSHIP**

**To: Supervisors of University of Oklahoma interns:**

The School of International and Area Studies (SIAS) 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 SIAS, 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 up to three hours of academic credit towards the student's international and area studies degree.

**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 100 hours is required for two-credit enrollment, 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, School of International and Area Studies, 165 Hester Hall, 405-325-6003, [sgrillot@ou.edu](mailto:sgrillot@ou.edu).

**INTERNATIONAL AND AREA STUDIES 3910,  
INTERNATIONAL STUDIES INTERNSHIP  
Internship Paper Statement  
Academic Year 2009-2010**

Students enrolling in IAS 3910 for two credits should complete a writing assignment of about 10 pages, while students enrolling for three credits are expected to write about 15 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 4-5 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 5-6 pages for two credits, about 10-11 pages for three credit enrollment):

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 relations today. Do not hesitate to ask your supervising faculty member for advice.

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.

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. Use the standard research documentation styles described in Turabian's manual (available at bookstores everywhere) or some other recognized guide to formatting research and scholarship.

5. Your paper will be the last piece in the folder documenting your internship experience.

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

Questions? Please contact Dr. Suzette Grillot, School of International and Area Studies, 165 Hester Hall, University of Oklahoma, Norman, OK 73019, 405-325-6003, [sgrillot@ou.edu](mailto:sgrillot@ou.edu).