

# Syllabus

## International Studies 4687

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*Class time:* Class time consists of the work experience. Each student is required by the Center for International Studies to work a minimum of 300 hours at the internship site. The company or agency, however, may require additional hours. The exact days and times to be worked are to be arranged between the student and internship supervisor. All documents must be submitted to the Center for International Studies by a date arranged between the student and instructor/Center's program coordinator. Must be before end of term.

### **Course Objectives**

The objective of this course is to offer students a practical experience in their chosen career, develop skills and techniques in a specific profession, obtain oral and written communication skills, to enhance interpersonal communication skills, and create opportunities to develop creativity, imagination, and career advancement.

### **Student Expectations**

Students are expected to arrange a work schedule with the internship supervisor to include a minimum of 300 hours over the course of the semester. You will fill out the Internship Work Log on a daily basis and have your supervisor sign it at the end of each week. At the workplace, it is absolutely necessary that the student intern adhere to all workplace rules, including those related to punctuality, dress and work ethic. Students should expect reasonable and challenging assignments. They should also expect to be judged on their performance, attitude, discretion, and sense of volunteerism. It is also important for students to realize that they are representing Texas State University, the Center for International Studies, and themselves.

### **Grading**

Grades in the course will be based on the Internship Evaluation Form that is submitted by your internship supervisor and the Internship Work Log, Journal, and Organizational Research or Policy Paper as follows:

- 50% Internship Evaluation and Internship Work Log
- 50% Internship Journal and Organizational Research or Policy Paper

### **Daily Internship Journal Guidelines**

Interns are required to turn in a typed journal at the end of the internship. It is recommended that you do not keep the journal at the workplace since it will include your private impressions and observations of the company or agency. Your journal entries should contain your professional

observations, but not your personal feelings. The journal should include daily entries of 1–2 paragraphs in length that describe your work assignments and experiences in some detail for that particular workday. Feel free to elaborate on any particularly unique or noteworthy events. At the end of the internship, one final entry of 2–3 pages should be made that summarizes your entire internship experience. This section of the journal should begin with a description of your position in the agency or company and your basic duties, including a summary of your primary accomplishments. It should also provide information on some of the following while giving detailed examples:

- Your overall evaluation of your internship experience. Positive or negative?
- Your specific evaluation of your experience.
- What you believe you have gained from the internship
- New skills that you learned, developed, or improved upon.
- A description of how your personal views and careers goals were affected by your internship.
- Specific experiences that you think will aid in your career goals.
- Your thoughts about the tasks that you were assigned. Were they meaningful?
- Experiences that you think enriched your understanding of international studies and the global community in which we live.

### **Organizational or Policy Research Paper Guidelines**

The organization report is a research or policy paper of approximately **15 pages** that is a study of the company or agency for which you are doing the internship. The paper should include the name and location of the company, a detailed account of what it does, an organizational chart, and a brief history. Or, if you select a policy paper, it should include a statement of purpose, a brief literature review, a narrative and analysis of the issue stated, and a conclusion. Your paper should be double-spaced and include footnotes and a bibliography with a minimum of seven different sources.

### **Textbooks**

There are no required textbooks.

### **Recommended**

The Chicago Manual of Style. Seventeenth edition. The University of Chicago Press, 2017.

### **Online Resources**

[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmos\\_formatting\\_and\\_style\\_guide/chicago\\_manual\\_of\\_style\\_17th\\_edition.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html)