Webster University

Master of Arts (MA) in International Relations

INTL 6500 Internship

Getting Started . . .

**Step 1: Talk to a Faculty Advisor**
A student interested in pursuing an internship should meet with his or her Faculty Advisor to discuss internship goals. It is not advisable for students to approach a possible internship setting without first discussing their plan with their Faculty Advisor and making sure that they have completed the required prerequisite classes. Students should discuss their internship goals with their Faculty Advisor up to 3 months prior to the actual beginning of the internship.

**Step 2: Find an Internship**
Students are responsible for identifying internship opportunities and communicating their interests to potential host organizations. They are encouraged to visit the Webster University Career Planning and Development Center (www.webster.edu/career-services/) for assistance with this.

**Step 3: Submit Forms**
Each student needs to receive approval from the Faculty Advisor by completing and submitting the following forms prior to beginning the internship:
- Internship Application Form
- Internship Proposal Form
- Statement of Understanding Form

**Step 4: Begin and Keep Track**
The student and the Faculty Advisor must agree upon the specific material and format for keeping track of work completed during the internship.

**Step 5: Internship Completion**
To complete INTL 6500 Internship and receive a grade, the student must make sure that the Internship Supervisor receives, completes, and submits the **Internship Evaluation Form** to the Faculty Advisor. Students are responsible for following up with the Faculty Advisor to ensure this.
Guidelines

INTL 6500 Internship is designed to enhance the international relations curriculum. Students play an instrumental role in creating an experience that blends coursework knowledge with practical knowledge by working with a host organization under the supervision of a qualified professional. Thus, all work performed for the purpose of satisfying the requirements of the Internship Program must in some way relate to the field of international relations.

INTL 6500 Internship (3-6 credit hours): INTL 6500 Internship requires that the student complete all required courses for the Master of Arts (MA) in International Relations (except INTL 6000 Capstone in International Relations or INTL 6250 Thesis). Exceptions may apply at the discretion of the I.R. Head of the History, Politics, and International Relations Department, upon written request, before registering for INTL 6500 Internship. INTL 6500 Internship cannot be substituted for INTL 6000 Capstone in International Relations or INTL 6250 Thesis.

At the end of INTL 6500 Internship, students will be expected to:

- Identify how international relations concepts that have been discussed in the classroom relate to practical engagements with international issues
- Assess one’s time management skills and analytical abilities
- Demonstrate written and oral communication skills that are appropriate for a workplace environment

Further particulars:

1.) Students are responsible for identifying internship opportunities and communicating their interests to potential host organizations. They are encouraged to visit Webster University Career Services for assistance with this. Once a student has identified an internship opportunity, he or she should make an appointment with the Faculty Advisor at his or her respective campus to discuss this.

2.) Each student needs to receive approval from the Faculty Advisor by completing and submitting the Internship Application Form, the Internship Proposal Form, and the Statement of Understanding Form to the Faculty Advisor at his or her respective campus. To complete INTL 6500 Internship and receive a grade, the student must make sure that the Internship Supervisor receives, completes, and submits the Internship Evaluation Form to the Faculty Advisor at his or her respective campus. Students are responsible for following up with the Faculty Advisor at their respective campuses to ensure this. For WEBG and online students, forms should be addressed as follows:

   Webster University
   H. Sam Priest Center, Department of History, Politics, and International Relations
   8270 Big Bend Blvd.
   St. Louis, MO 63119
   United States
   Telephone: (314) 246-7065
   Email: kanderson@webster.edu
3.) The internship is not permitted in a place of business where the student is regularly employed.

4.) The student is required to work 20 hours per week for at least 8 weeks (160 hours) to earn 3 credit hours. There is some flexibility in how these hours are concentrated, but they should be in significant concentrations of time rather than as single hours per day.

5.) Students will be expected to:

- Keep daily records of activities and submit weekly summaries to the Faculty Advisor at their respective campuses by email. The student and the Faculty Advisor at his or her respective campus should agree upon the specific material and format of this ahead of time.

- Meet (by telephone, email, or within WorldClassRoom) with the Faculty Advisor at their respective campuses every 2-3 weeks on a scheduled basis. Students are responsible for initiating and fulfilling this requirement.

- Complete the internship requirements in the relevant semester and turn in all required materials in order to receive a grade. The grade will be based upon the student’s performance and the Internship Evaluation Form from the Internship Supervisor. The student is responsible for making sure that the Internship Supervisor receives the necessary form and that he or she completes and submits it to the Faculty Advisor at his or her respective campus. The student’s ability to follow-up with the Faculty Advisor at his or her respective campus and the Internship Supervisor and manage this process is an important part of the student’s development.
The Internship Application Process

1.) The Internship Application Form, the Internship Proposal Form, and the Statement of Understanding Form must be submitted to the Faculty Advisor at the student’s respective campus for approval prior to registration so that there is ample time for the approval process. Copies of the forms will be retained in the student’s file and given to the student. It is the student’s responsibility to make sure that she or he receives written approval from the Faculty Advisor at his or her respective campus.

2.) The student will complete an internship proposal that specifies:

- The formal name and mailing address, telephone number, web address, and a brief description of the host organization and what it does, specifying its background, history, mission, and purpose

- The name and contact information of the person who has agreed to serve as the student’s supervisor, detailing his or her name, title, position, mailing address, telephone number, and email address

- Details of the student’s responsibilities and a description of the specific job, assignment, or field position

- Starting and finishing dates of the internship

- Work hours per week and a weekly schedule
Internship Application Form

(This form must be completed and submitted to the Faculty Advisor at the student’s respective campus. Once approved, the student can proceed to register for INTL 6500 Internship.)

Please Type.

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<th>SP2</th>
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Student’s Name ________________________________________________________________

Site: Webster University Worldwide, World Headquarters, St. Louis-Online

Faculty Advisor: ______________________________________________________________

Department: History, Politics, and International Relations

Course Information: INTL 6500 Internship

Credit Hours (3-6) ____________________________________________________________

Title: Internship at __________________________________________________________

Internship Plan (This should include a brief statement about what and how the student plans to learn and demonstrate how he or she envisions the internship experience helping him or her learn more about some aspect of international relations, improving his or her theoretical knowledge, or enhancing his or her qualifications for future employment or educational opportunities.)

Signatures

_________________________________________________________________________
Student ____________________________ Date ____________

_________________________________________________________________________
Faculty Advisor at the Student’s Respective Campus ________________________________ Date ____________

_________________________________________________________________________
Dr. Kristen Anderson, Interim I. R. Head ____________________________ Date ____________

The student should return this form to the Faculty Advisor at his or her respective campus.
Internship Proposal Form

Please Type.

Student’s Information

Name ____________________________________________________________

Address _________________________________________________________

Telephone ________________________________________________________

Degree Program and Department _______________________________________

Level of Completion (have you completed all required courses for the Master of Arts (MA) in International Relations (except INTL 6000 Capstone or INTL 6250 Thesis)?)

_______________________________________________________________

Credit Hours (3-6) _________________________________________________

Starting Date __________________________ Finishing Date ______________________

Days and times proposed for the host organization __________________________

Student’s goals and objectives: (Please include short- and long-term learning, educational, and career goals. Be specific, and attach a separate sheet if necessary.)
The expectations of the host organization: (This section should identify what responsibilities will be assigned to the intern, how work will be evaluated and how often, and the expected outcomes.)

Signature

____________________________________________________________________________

Student Date

Host Organization

Name of host organization ____________________________________________

Internship Supervisor (name and contact information) ______________________

Signature of Internship Supervisor _____________________________ Date _________

The student should return this form to the Faculty Advisor at his or her respective campus.
Statement of Understanding Form

Please Type.

Student’s Name _________________________________ Date ______________________

Define the nature of your placement and describe your specific responsibilities.

State the impact that you anticipate the internship having on your overall graduate program objectives.

Confidentiality Statement

I shall use my best efforts and due diligence, both during and after my internship, to protect the host organization’s trade secrets and proprietary and confidential information.

Signature

_______________________________________________________ ______________________

Student Date

The student should return this form to the Faculty Advisor at his or her respective campus.
Internship Evaluation Form

The student must make sure that the Internship Supervisor completes this form and that the host organization returns the completed form to the Faculty Advisor at his or her respective campus after the internship has been completed. This step is necessary in order for the student to receive a final grade for INTL 6500 Internship.

Student ____________________________________________________________

Host Organization ____________________________________________________

Internship Supervisor’s name, title, position, mailing address, telephone number, and email address
___________________________________________________________________

Please evaluate the student intern using the following scale:

5 = superior 4 = above average; good 3 = average
2 = below average 1 = unsatisfactory 0 = not applicable

_____ 1.) Quality of work: Turns out work that meets high standards. Considers accuracy and neatness and has a thorough and conscientious concern for detail.

_____ 2.) Quantity of work: Meets quantity standards set for the job. Produces a volume of work appropriate for each task.

_____ 3.) Attitude: Works collegially with others. Has an ability to establish rapport with people.

_____ 4.) Attendance and punctuality: Shows up at the right place at the right time, ready to work.

_____ 5.) Organization: Uses time and materials efficiently. Understands how to plan and execute tasks logically.

_____ 6.) Reliability: Follows through on assignments. Can be depended upon and function at a high level and under stress.

_____ 7.) Ability to learn: Learns with minimum instruction. Has a quick grasp of instructions for new duties. Adapts to new conditions and is receptive to criticism.

_____ 8.) Problem Solving: Can analyze problems and draw conclusions. Has an ability to question and think critically. Can offer a variety of solutions.

_____ 9.) Ethics: Understands the meaning of confidentiality and conducts himself or herself ethically.
1.) Student’s greatest strengths and areas of substantial progress:

2.) Areas that continue to need attention:

3.) Additional Comments:

Signature of Internship Supervisor ______________________________ Date __________

The Internship Supervisor is kindly requested to submit the completed Internship Evaluation Form to the student upon completion.