

# INTERNATIONAL STUDIES INTERNSHIP PROPOSAL FORM



## INT 399: INTERNSHIP IN INTERNATIONAL STUDIES PROPOSAL FORM

Please complete this form to apply for academic credit for an internship (INT 399) and email to Dr. Adair to receive her approval via email. Students then upload the proposal form along with the email record of the approval (a screenshot or word document) on the School of Humanities and Social Sciences Internship Proposal System for approval by the Dean's Office before the end of the add/drop period. In addition, students must submit the Internship Supervisor Agreement to Dr. Adair.

### Part A: Student Information

Name:

PAWS ID:

TCNJ Email:

Phone:

Specialization in Major:

Second Major and/or Minors:

Overall GPA:

Total Number of Units Completed:

Expected Date of Graduation:

### Part B: Internship Information

Internship Organization:

Name of Supervisor:

Address:

Address (cont.):

Email address:

Phone:

Start and End Dates of Internship:

**Part C: Proposed Internship**

In one or two paragraphs please outline what are the potential duties that you will perform during this internship and how it relates to International Studies or your specialization.

**Part D: Breakdown of Course Credit**

Academic credit for internships is directly related to the number of hours of experience the student gains at the internship. Furthermore, all INT interns are expected to complete a written assignment as part of their internship experience. This paper will contribute to the number of hours of experience for the intern. Internship credit may not exceed one course unit per semester.

50 hours of experience - .25 units  
100 hours of experience - .5 units

150 hours of experience - .75 units  
200 hours of experience – 1 unit

Summary Essay (5-7 pages) and/or a portfolio of completed work – 5 hours  
Research Paper based on internship (12-15 pages) – 20 hours  
Research Paper based on internship (15+ pages) – 25 hours  
Other Assignment (provide description and number of hours)

Proposed number of hours for internship: \_\_\_\_\_

Proposed number of course units: \_\_\_\_\_

In one paragraph, please explain the tasks of the internship and how you plan to fulfill the required number of internship hours.

**Part E: Student Signature**

*I have read and agree to carry out the responsibilities outlined above. I will report any significant changes in my work assignment and/or any problems encountered at my internship placement immediately to my supervising faculty member.*

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Signature of Internship Applicant