

**International Studies Program
Internship Application and Contract**

Information about the Student:

Name _____ Student ID _____

Address _____

Phone # _____ E-mail _____

Major(s) _____ Minor(s) _____

Information about the Organization:

Name _____

Address _____

Phone# _____ Fax# _____

E-mail _____ Supervisor's Name _____

Organization's Expectation of Intern and Internship Description:

(Additional information attached ___Yes ___No

Faculty Advisor's Information

Faculty Advisor's Name _____ Phone# _____

Department _____ E-mail _____

Faculty Advisor's Expectation (see guidelines): _____

Signature _____ Date _____

Time Frame

Contract Period From _____, ____ To _____, _____

Term/Year _____ Credits (P/NP Only) _____

(Average Hours Per Week____)x (Number of Weeks)=____ Total Internship Hours

Credits Registered For:
Undergraduate Students Register for one of the following:

___INTL 406 Field Studies (overseas) ___INTL 409 Practicum (domestic)

Graduate Students Register for one of the following:

___INTL 606 Field Studies (overseas) ___INTL609 Practicum (domestic)

Please Note: three credits are awarded for 10 hours of work per week over a ten week period. Therefore, 3 credits=100 hours, 6 credits=200 hours, 9 credits=300 hours, 12 credits=400 hours

Post Internship Requirements:

Upon completion of your internship, you must submit **two copies** of an internship report to your faculty advisor, as well as a letter of confirmation and evaluation from the organization with which you did the internship.

The internship report (*15-20 pages*) must contain the following information:

1. A description of the organization, its mission statement, and the clientele it serves
2. A description of your specific duties and the clientele you served, including what you actually did on the internship (hours, details of work, etc.)
3. How being an ISP major prepared you for this work, and how any UO and ISP courses helped in preparation for the experience
4. Reflections on the experience regarding what you learned from this internship and how you anticipate this internship will contribute to your future goals and future career

To Be Completed by the Faculty Advisor:

Signature_____ Date_____

Comments_____

Grade Submitted on _____