INTERNSHIP AUTHORIZATION FORM

Indiana University • International Studies • <http://www.indiana.edu/~intlweb> • 812-856-1816

International Studies (INTL) majors and minors who wish to participate in an internship or volunteer experience should **submit this form electronically as an e-mail attachment to the academic advisor** (elwill@indiana.edu) for approval prior to embarking on the experience. You will be contacted by e-mail with the result of the review. This form must be received by the following deadlines: Fall = October 1, Spring = February 1, Summer = June 1.

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| **STUDENT INFORMATION/REQUEST**  |
| Student Name:  | E-mail Address:  |
| ID#:  | Term: ☐ Fall ☐ Spring ☐ Summer Year: 20\_\_  |
| Credit Hours Desired: ☐ No Credit ☐ 1 (50-99 contact hours) ☐ 2 (100-149 contact hours) ☐ 3 (150+ contact hours)  | Approval is requested for this internship/volunteer experience to meet an INTL major requirement: ☐ International Experience ☐ Other (*specify*):  |
| **THE INTERNSHIP/VOLUNTEER EXPERIENCE**  |
| Submit an electronic copy of the notification (letter or e-mail) you received from the organization confirming you have been offered or accepted for an internship/volunteer experience. Also enter the details listed below directly on this form.  Organization Name: Web Address (URL):  Internship/Volunteer Supervisor: Supervisor’s Phone Number: Supervisor’s E-mail Address:  Experience Location (City/State/Country) :  Review information for the location at [http://travel.state.gov/content/passports/english/alertswarnings.html.](http://travel.state.gov/content/passports/english/alertswarnings.html) Has a U.S. State Department Travel Warning been issued for this location? ☐ Yes ☐ No  Complete and submit the [INTL Assumption of Risk and Release of Liability](http://www.indiana.edu/~intlweb/undergraduate/docs/ReleaseFromLiability.pdf) form.   |
| Provide a detailed description of the internship/volunteer experience and your specific duties:   |
| U.S. Departure/Return (Travel) Dates: Internship/Volunteer Experience (Work) Start/End Dates: Work Schedule (including number of work hours per week):   |
| Explain why this internship/volunteer opportunity was chosen (*i.e*., how will it help you prepare for your I400 project or meet other future goals?):   |
| Explain how you will interact with the host culture:   |
| Detail the challenges you expect to face during your time abroad and explain how you intend to face these challenges:  |
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| **STUDENT VERIFICATION/ACKNOWLEDGEMENT**  |
| The information I have entered on this form is correct to the best of my knowledge. I understand that falsifying information about my internship/volunteer experience will result in a failing grade in INTL-X 473 and/or misconduct charges as detailed in the [IU Code of Student Rights, Responsibilities, and Conduct.](http://www.iu.edu/~code/)  I understand that successful completion of this internship/volunteer experience for an INTL major requirement and/or for INTL-X 473 credit requires that I submit the following three documents electronically to the INTL Academic Advisor (elwill@indiana.edu) within *one month* after completion of the experience:  1. An electronic journal with at least weekly entries.
2. A 5-10 page reflection paper which draws on the experiences documented in the journal. The paper should include a description of the internship, what I learned, and how I grew professionally.
3. Submission of the Internship Site Evaluation Form

 In addition, I understand that International Studies will request evaluation of my performance directly from my internship/volunteer supervisor. Feedback will be sought at the conclusion of the experience, and may also be solicited on a “midterm” basis at the discretion of INTL. The supervisor’s evaluation will be utilized as part of the overall assessment of my completion of the experience and/or factored into my grade for INTL-X 473 if enrolled.  I have reviewed the information at <http://www.indiana.edu/~career/services/courses/q398_w499.php>about the option to apply for non-credit enrollment in ASCS-W 499/W498 for maintaining student status. I understand ASCS-W 499 (or W498) may be taken along with INTL-X 473 if I am seeking internship credit. I further understand that INTL majors are required to request internship credit via INTL-X 473 using this form. I certify I have NOT applied for ASCS-Q 398 internship credit for this internship/volunteer experience.I have reviewed and I confirm all of the above. ☐ Yes ☐ No Date:  |

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| **FOR INTERNATIONAL STUDIES USE ONLY**  |
| **ACADEMIC ADVISOR REVIEW/APPROVAL**  Notes/Comments:  Signature: Date:  |
| **DIRECTOR OF UNDERGRADUATE STUDIES REVIEW/APPROVAL** Notes/Comments: Is this experience approved to meet the INTL requirement stated above: ☐ Yes ☐ No Number of INTL-X 473 credit hours authorized: ☐ 0 ☐ 1 ☐ 2 ☐ 3  Signature: Date: |
| **FINAL EVALUATION** Notes/Comments: ☐ Journal ☐ Reflection Paper ☐ Site Evaluation ☐ Supervisor’s Midterm Evaluation ☐ Supervisor’s Final Evaluation Internship/Volunteer Experience Completed? ☐ Yes ☐ No Final grade for INTL-X 473 (if applicable):  |

Revised: 4/5/2016