

Global Studies Internship Contract

This agreement must be filled out COMPLETELY, with signatures, and be returned to the Assistant Director of Global Studies in 643 Gladfelter Hall.

Circle Semester for internship registration: Fall Spring Summer

STUDENT INFORMATION

Name: _____ TUID: _____

Phone: _____ Email: _____ Graduation date: _____

Major: _____ Credits completed: _____ GPA: _____

SUPERVISOR \ EMPLOYER INFORMATION

Name: _____ Title: _____

Phone: _____ Email: _____ No. of employees: _____

INTERNSHIP INFORMATION

Organization: _____ Location: _____

Position title: _____ Hours per week: _____ Total hours: _____

No. of credits: _____ Paid/Unpaid: _____ Start date: _____ End date: _____

INTERNSHIP DUTIES

Please list your internship duties and responsibilities— if you do not know what your daily tasks will be, consult with your internship supervisor.

A. _____

B. _____

C. _____

D. _____

Internship Goals and Objectives

Based on the expectations you have of your internship, develop goals in the following areas:

Knowledge Acquisition (What do you hope to learn?)

Performance Assessment (What do you hope to be able to do?)

Personal Growth (In what ways do you hope to develop as a person?)

Professional Development (In what ways do you hope to grow professionally?)

STUDENT RESPONSIBILITIES:

- I have met with an Academic Advisor about the credits I will receive for completion of this internship and I understand it is my sole responsibility to make sure these credits fulfill the necessary requirements for graduation.
- I have gotten permission from the Internship Advisor in the Global Studies Program for this internship to count towards one of my electives.
- I will fulfill the tasks and responsibilities by my site supervisor and those outlined in this learning agreement. I will always conduct myself in a professional and ethical manner.
- I understand that my grade for this internship is based on the following: 10% weekly journals, 10% mid-semester paper, 10% end-semester paper, and 70% internship supervisor evaluations.
- As an intern with the company listed above, I will treat all knowledge, information and material gained through my work assignment so as to protect its confidentiality.
- I understand the awarding of an internship does not guarantee or imply any future employment opportunities with this company.
- I understand my grade will be based, in part, on evaluations by my on-site supervisor and any assignments imposed on me by my internship advisor. It is my responsibility to discuss the academic assignments with my internship advisor.
- I will contact the internship advisor in a timely manner of any changes to the learning agreement or if any problems arise. I also will ensure that all evaluations are submitted prior to the deadline.

I have read, understand and agree to abide by the guidelines described above.

Student Signature

Date

SUPERVISOR RESPONSIBILITIES:

- Comply with all federal and state laws regarding internships, nondiscrimination and sexual harassment.
- Provide the student with supervision, training and resources necessary to perform assigned tasks.
- Provide a complete job description and outline of tasks to the student and internship advisor.
- Provide written evaluation of student at mid-term and upon completion of the internship. Evaluations will be sent electronically to employer by the internship advisor.

Supervisor's Signature

Date

Internship Coursework Requirements

- Students must complete 10 journal entries.
 - You must submit weekly journals to the internship advisor, including information such as job activity, goal setting and progress, new learning experiences and opportunities, application of skills and knowledge as well as perceptions, insights and issues about the position. Journals should be about one to two pages in length, double spaced.
- Students must complete a mid-semester and an end-semester reflection paper (4-pages, double spaced each).
 - In each of these reflection papers, you will analyze your experience serving as an intern through reference to at least one of the readings off of the recommended reading list (or another approved reading as determined by the Internship Coordinator).
- Students' internship supervisors must complete an electronic mid-semester and end-semester evaluation.

GRADING

Evaluation Components	Possible Points	Points Earned
Weekly journals	10	
Mid-semester Reflection Paper	10	
End-semester Reflection Paper	10	
Mid-semester Evaluation & End-semester Evaluation	70	
TOTAL POINTS	100	

GRADING SCALE

Grade Points	Letter Grade
92-100	A
90-91	A-
88-89	B+
82-87	B
81-80	B-
78-79	C+
72-77	C
70-71	C-
68-69	D+
62-67	D
60-61	D-
0-59	F

Finding an Internship

Internships should be pursued well in advance of the term in which you will hold the position (usually in the preceding semester, if not sooner) in order to secure the position and ensure that all requirements of internship host and Temple University are met. In order to successfully find an internship, we offer the following suggestions:

1. Build your resume. If you do not already have a resume, now is a good time for you to create one. It is extremely rare to get an internship or a job without a resume, which is a vital document that you will utilize for the remainder of your professional life. Start building it now as it will be a sort of living document that you update regularly.
2. Write a cover letter for potential internship sites that explains your desire to work there and why you are interested in the opportunity. The letter is a way of presenting yourself as a good fit for their company.
3. Focus your search on interests you have or knowledge that you want to develop. Think about how this internship might serve as a stepping stone to a future career.
4. Prepare for your interview by familiarizing yourself with the company. Be your professional self in the interview.
5. Visit the Global Studies' website for an idea of internships that are out there, and be willing to tap into your networks for internship opportunities.
6. Think outside the box. Consider a non-traditional internship rather than an office job or an immersion internship. For your internship to count towards a Global Studies elective, it must be global in some way, but there are a number of ways to meet that requirement. You do not have to go to Barcelona for it to be global; there are a number of internships in the area that will meet that criterion.
7. Utilize resources available to you via the Career Center. In addition to hosting career fairs, they will consult on your resume and cover letter, help you prepare for interviews, and talk to you about potential career paths. They are there to help; take advantage of their expertise. <http://www.temple.edu/provost/careercenter/>

Internship Reading List

Choose at least one book to read before or during your internship. You will use these texts in your reflection papers throughout the semester.

Books:

- Bennington, Emily. *Effective Immediately: How to Fit in, Stand Out, and Move Up at Your First Real Job.*
- Block, Peter. *The Answer to How is Yes: Acting on what matters*
- Bornstein, David. *How to Change the World: Social entrepreneurs and the power of new ideas.*
- Brooks, Katharine. *You Majored in What? Mapping Your Path from Chaos to Career.*
- Curran, Sheila. *Smart Moves for Liberal Arts Grads: Finding a Path to Your Perfect Career.*
- Daloz, L. A. Parks, & Keen, C.H., & Kenn, J. P., & Parks, S. Daloz. *Common Fire: Leading lives of commitment in a complex world.*
- Heilbroner, Robert L. *The Act of Work.*
- Klaus, Peggy. *The Hard Truth About Soft Skills: Workplace lessons smart people wish they'd learned sooner.*
- Leider, R. J., & Shapiro, D. A. *Whistle While You Work: Heeding your life's calling.*
- Levit, Alexandra. *They Don't Teach Corporate in College: A Twenty-Something's Guide to the Business World.*
- Loeb, Paul Rogat. *Soul of a Citizen: Living with conviction in challenging times.*
- Pollack, Lindsey. *Getting From College to Career: Your Essential Guide to Succeeding in the Real World.*
- Reeher, G., & Mariani, M. *The Insider's Guide to Political Internships: What to do once you're in the door.*
- Sweitzer, Frederick. *The Successful Internship: Transformation and Empowerment.*
- Whelan, Christine. *Generation WTF: From What the #\$%&! To a Wise, Tenacious, and Fearless You: Advice on How to Get There from Experts and WTFers Just Like You.*
- Wilson, Marie C. *Closing the Leadership Gap: Why Women Can and Must Help Run the World.*