**INTERNSHIP CAPSTONE FOR INTERNATIONAL STUDIES**

This document is intended to guide students and mentors through the internship process. The internship is a capstone experience (the other capstone for International Studies is the thesis). As such, it is expected that seniors will be enrolling in the capstone. Two courses (taken at the same time) are required for the internship. Students need to register for both:

1. ISP 493 "Internship in International Studies Work Experience" for 2-6 credits
2. ISP 494 "Internship Journal in the Language Studied" for 1 credit.

**ISP 493 Deadlines:**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 1 for spring</td>
<td>Submit the Internship Capstone Planning Form to the director of International Studies.</td>
</tr>
<tr>
<td>or April 1 for fall</td>
<td></td>
</tr>
<tr>
<td>Dec 15 for spring</td>
<td>Secure an internship (paid or unpaid) for a minimum of eight hours a week</td>
</tr>
<tr>
<td>or May 15 for fall</td>
<td>over the course of the semester's 15 weeks. The internship must be</td>
</tr>
<tr>
<td></td>
<td>pre-approved by the director of International Studies Faculty Committee, and</td>
</tr>
<tr>
<td></td>
<td>if necessary, the student’s track advisor. (Once the internship is approved, submit Internship Approval Form to the director.)</td>
</tr>
<tr>
<td>Dec 15 for spring</td>
<td>Find a mentor (Adelphi professor) related to the substantive field (Business or International Relations) of the internship. Register for ISP 493 via the Independent Study form.</td>
</tr>
<tr>
<td>or May 15 for fall</td>
<td></td>
</tr>
<tr>
<td>During the semester</td>
<td>Meet with your mentor bi-weekly. Maintain a log with daily reflections about your internship. Discuss criteria for the log with your mentor. Plan to meet with your mentor about seven times over the course of the semester.</td>
</tr>
<tr>
<td>End of semester</td>
<td>Write a final 10-15-page analytical paper. Discuss criteria with your mentor.</td>
</tr>
</tbody>
</table>

**ISP 494 Deadlines:**

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 15 or May 15</td>
<td>Find a mentor (Adelphi professor) from your language concentration and register for ISP 494 via the Independent Study form.</td>
</tr>
<tr>
<td>During the semester</td>
<td>Meet with your mentor bi-weekly. Maintain a journal in the foreign language with daily reflections about your internship. Discuss criteria for the journal with your mentor. (It will probably be similar to your English language log, perhaps shorter.) Plan to meet with your mentor about seven times over the course of the semester.</td>
</tr>
<tr>
<td>End of semester</td>
<td>Adapt the bi-weekly journal into a final 10-page final paper analytical paper. Discuss criteria with your mentor.</td>
</tr>
</tbody>
</table>
Other information:

- To summarize the process:
  1. Meet with your major advisor, track advisor and/or Director of International Studies as soon as you have decided you want to do the internship to discuss options and possibilities. Then submit the Internship Capstone Planning Form.
  2. At the same time, start pursuing leads for possible internships.
  3. Find mentors related to your track and from your language concentration.
  4. Be sure your internship is pre-approved as appropriate for the capstone before you commit.
  5. Once your internship has been pre-approved, submit to the Director the Internship Capstone Approval Form, with signatures from you, your site supervisor, your two mentors (disciplinary track and language), and the Director of International Studies. Be sure to get a copy of the signed form.
  6. Start your internship and start your work with your mentors.

- Note that the "log" is for ISP 493 and is in English. The "journal" is for ISP 494 and is in a foreign language.
- You may do a domestic or international internship. It must have an international component.
- Summer internships may be possible, consult with the department chair.
- Students will receive 1 credit for ISP 494 "Internship Journal in the Language Studied."
- Student may receive 2-6 credits for ISP 493 "Internship in International Studies Work Experience."
  - Two credits are assigned for an 8-hour per week internship, 3 credits for 11 hours/week, 4 credits for 14 hours/week, 5 credits for 17 hours/week, and 6 credits for 20 or more hours per week.
- Two absences from your internship are acceptable; more absences require that you make up the hours.
- You can request that an existing job be considered as an internship.

The following supporting materials are attached; this document is also available on the International Studies website:

1. Internship Capstone Planning Form due Nov. 1 or April 1.
2. Internship Capstone Approval Form due before the start of your internship.
3. Internship Capstone Site Supervisor Evaluation Form due Dec 5 or May 5 (at the end of the internship).
4. Suggestions for daily reflections.
5. Final Analytical Paper Assessment.
1. INTERNATIONAL STUDIES INTERNSHIP
CAPSTONE PLANNING FORM

(Fill in to the best of your knowledge. The goal of these questions is to get a sense of your ideas and to promote serious consideration on your part. It is understood that this information may change.)

due Nov. 1 or April 1

Name: Date:
Cell phone: Email address:
Date of expected graduation: ..........................................................

Why are you interested in an internship? What would you like to learn?

What disciplinary courses have you taken and with which professors that relate to these interests?

What type of internship are you seeking? Circle one:

Business Political Science/International Relations

Describe specific interests and international interests:

Do you have any internships in mind? If so, list them here:

Do you have mentors in mind? If so, name them here:
2. INTERNSHIP CAPSTONE APPROVAL FORM\(^2\) (two pages)

*(Fill in to the best of your knowledge. It is understood that this information may change.)*

due before you start your internship

Student name: 

Date: 

Student cell phone: 

Student email address: 

Internship Site: 

Site address: 

Site phone: 

Site website: 

Internship title/department: 

Supervisor's name and title: 

Supervisor's phone: 

Hours per week at internship: 

Credits requested for ISP 493: 

(Credits by weekly hours for internships lasting for 15 weeks: 2 credits for 8 hours, 3 credits for 11 hours, 4 credits for 14 hours, 5 credits for 17 hours, and 6 credits for 20 or more hours.)

Weekly internship schedule (fill in):

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Weds</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>i.e. 9-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total hours per day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How does your intended internship fulfill the international aspect of the capstone?

---

\(^2\) If your internship site has a similar form, please submit that as well.
INTERNSHIP CAPSTONE APPROVAL FORM (continued)

Describe the issues the site addresses and how your placement will enhance your understanding of your major.

What do you hope to accomplish through the internship? Describe your preliminary goals.

Describe your internship responsibilities, activities, and special projects. Consult your site supervisor if you are not clear on these.

Name/Signature/Date of all five required:

Intern______________________________ Signature______________________ Date______
Site
Supervisor__________________________ Signature______________________ Date______
Track
Mentor_____________________________ Signature______________________ Date______
Language
Mentor_____________________________ Signature______________________ Date______

Chair_______________________________ Signature______________________ Date______

A copy of this form should be returned to the student.
Dear Site Supervisor,

Thank you for hosting an Adelphi University International Studies Major intern; it is greatly appreciated by the university. We request your assistance in evaluating the intern and provide this form to do so. If your organization has its own form for evaluation, please submit that to us instead of this one. We look forward to working with you in the future with other Adelphi University interns. Thank you, The International Studies Faculty

Date:

Student Name:

Site supervisor Name:

Phone: Email address:

Please describe the student's role, responsibilities, and/or project.

What do you perceive as the student's major strengths and capabilities?

What areas or skills should the student continue to develop?

Qualities rated:
<table>
<thead>
<tr>
<th>Performance</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attitude and Cooperation</td>
<td>Ave</td>
<td>Ave</td>
<td>Ave</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work independently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thoroughness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promptness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interpersonal Skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relations with others</td>
<td>Ave</td>
<td>Ave</td>
<td>Ave</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td><strong>Communication Skills</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral</td>
<td>Ave</td>
<td>Ave</td>
<td>Ave</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Written</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How would you compare this student with other students interns with whom you have had contact?

Above Average    Average    Below Average    Unable to Judge

How would you describe the quality of this student's work?

Excellent    Very Good    Good    Fair    Poor

Additional comments regarding the student or your evaluation:

Thank you for taking the time to fill out this form and for your supervision and mentoring of this student.
4. SUGGESTIONS FOR DAILY REFLECTIONS

The foreign language journal (for ISP 494) is to be submitted bi-weekly (every other week), at least seven times during the course of the semester. It should be typed and be approximately 650-700 words in length (two pages, double spaced). You may also be required to keep a corresponding log for ISP 493. (Again, the journal for ISP 494 is required, the log for ISP 493 is recommended, but may or may not be required.) The following guidelines are suggested and may be related to your final paper. You should consult with your mentors about how to write your log and journal and what to include—what you agree on may or may not be related to what is below.

Note that the foreign language journal is based on the English language log, so your foreign language mentor will respect the criteria set with your mentor in Business or International Relations. However, if your English language journal is snippets of ideas or field notes, you will probably need to reformat or summarize for your foreign language journal so that it makes sense in paragraph style format.

You should see your journal as an opportunity to gather notes and data about your internship. The foreign language journal is an opportunity for you to demonstrate your language proficiency, as such, an opportunity to work out grammar, style, and usage in the foreign language studied. The foreign language journal is not only an exercise in writing in a foreign language, but also an opportunity to express the daily experiences of the internship and reflect on the connection between the internship and your major. In addition, the foreign language journal—like the English language log—should provide a starting point for you to engage in substantive discussion with the language mentor.

Your foreign language journal and your English language log may be a series of "field notes" with daily reflections about your internship. You may want to use your writing to start to think about your final analytical paper. One of the goals of your writing is for you to have material to reflect on during discussion with your English language mentor for ISP 493.

If your goal is to link actions and observations from your internship to theories and concepts from International Studies, below are suggested journal ideas. These suggestions may also be useful for developing your final analytical paper for ISP 493. (Again, you and your mentor may agree on different criteria.)

1. Explain the mission of the organization and your position. Explain the relevance of the organization in terms of the international studies major (reflect on past courses). In that regard, reflect on what has been surprising or unexpected about being in this workplace.

2. Review past syllabi and course materials for your international studies courses. Make a list of relevant readings related to your internship. Discuss four to six that are most relevant and explain briefly, how they are related to the mission of the organization. (This may include a theory or concept that you think should make sense and help explain the work of your organization, but it does not.) Again, how does this fit with what you expected or did not expect based on your international studies major? In other words, how does your international studies training help you to make sense of the mission?
3. Discuss your responsibilities—both clerical and substantive. How do your substantive duties fit into the overall mission of the organization (for example, explain if you working on a specific project and how it feeds into the organization's mission).

4. Describe a recent meeting, report, or activity of your organization. Explain it with specific reference to a theory or concept from a reading you have done for your major.

5. Starting with an explanation of a theory, concept, or approach, can you give evidence of their application in your organization? In other words, does the work of your organizations support, contradict, or shed light on the theory, concept, or approach? Explain with specific reference to reading you have done for your major. If you use more than one theory, concept, or approach, be sure to show a relationship between them. (What is their relationship to each other? Do they fit together? Do they contradict each other?) For example: What broad perspective of international relations best accounts for the work undertaken by your organization? Provide multiple examples to show how that approach is evidenced.

6. With the internship almost complete, review your entries and revisit your ideas. Do you have a deeper understanding of any theory or concept? Has your opinion changed in any way? How might a specific theory or concept help the decision-makers in your organization?
5. FINAL ANALYTICAL PAPER ASSESSMENT

Discuss your final 10-15 page analytical paper with your mentor in Business or Political Science. In general, your paper should investigate the mission and/or a practice (or set of practices) of the internship workplace in connection with theories, concepts, and/or approaches from your International Studies major.

The foreign language version of your final analytical paper is not meant to be only an exercise in writing in a foreign language. Rather, its purpose is to give evidence of clear thinking and the extent to which you can express succinctly and convincingly, in a condensed format and in the foreign language studied, the academic goals of the internship.

While the International Studies faculty has agreed that the content and goals of the final analytical paper will vary among tracks and among students, the faculty has agreed that all final papers (in both English and the foreign language) will be assessed based on the student's ability to:

1. Contextualize paper topic in an international, global, or multicultural manner.
2. Demonstrate understanding of workplace mission and/or particular practices of the workplace.
3. Demonstrate comprehension of learned concepts, theories, or approaches from the IS major.
4. Refine/deepen understanding of learned theories, concepts, and/or approaches through application to the mission or particular practices of the workplace.
5. Analyze and evaluate theories, concepts, and/or approaches by identifying strengths or weaknesses for the practices studied.
6. Propose and justify improvements to workplace mission/practices investigated and/or theories, concepts, approaches studied.
7. (For ISP 494) Demonstrate expected proficiency of foreign language.