

## INTERNATIONAL STUDIES CAPSTONE GUIDELINES

Completing a senior thesis or internship is one of the graduation requirements for all students in the International Studies program. This guide will help you with any questions you might have in regards to preparing and completing your capstone project.

The capstone consists of 2 independent study courses taken together, either ISP 493 + ISP 494 for the internship option or ISP 495 + ISP 497 for the guided thesis option. Here are the options:

ISP 495 Guided Research Thesis (2 credits): Students will develop more fully a paper they have already written in their disciplinary track or in an International Studies core course, incorporating interdisciplinary perspectives and foreign language sources in consultation with their capstone mentors. (20-30 pages)

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ISP 497 Summary in the Foreign Language Studied (1 credit): Students will submit a written summary of their research thesis (3-5 pages) and complete an oral evaluation.

**OR**

ISP 493 Internship in International Studies Work Experience (2-5 credits). The Internship (ISP 493+494) fulfills the capstone requirement in International Studies. Working with a faculty mentor from one's disciplinary track, the student will complete a log and an analytical paper written in English that connects the student's work experience to the knowledge acquired in the IS program. The student selects, and the faculty approves, the professional organization and the internship location.

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ISP 494 Internship Journal in the Language Studied. (1 credit) The student will write a 3-5 page summary in the foreign language studied, as well as a journal discussing and synthesizing his or her experience during the internship.

### APPLICATION AND REGISTRATION FOR THE CAPSTONE:

• **October/March:** Start thinking about a completed paper that you would like to develop OR find an internship for at least 8 hours/week during the following semester. Approach possible mentors to determine if they would be able to work with you on the capstone. Note: you may choose someone other than your track / major advisor as a mentor.

• **by November 1/April 1 at the latest: Submit thesis proposal form or internship proposal form** to the Director of International Studies for consideration by the International Studies Faculty Committee.

• **December/May:** Once your proposal is approved by the International Studies Faculty Committee, the next step is to **register for two separate Independent Study courses with 2 approved mentors.**

You will register for ISP 493 and ISP 494 if you are doing an internship.

You will register for ISP 495 and ISP 497 if you are doing the thesis.

You cannot register for these courses on CLASS but must use paper Independent Study Contract forms. These can be procured from Michelle LoPresti and must be signed by you, your major advisor, the Director of International Studies, and Dean McShane in the CAS Dean's Office prior to registering for the two courses. **Registration should be completed before you leave for Winter/Summer Break.**

\* **December/May:** If you are choosing the internship option, once the internship is approved, **submit the Internship Approval Form** (below) to the IS Director.

• **During the capstone semester:** Continually work and regularly meet with your track and language mentors to complete your project.

### **CRITERIA FOR EVALUATION OF THE CAPSTONE**

ISP 493 Internship / ISP 494 Internship Journal in Language Studied:

students are assessed on how well they:

- apply learned theories and/or concepts to a particular practice
- broaden and enrich own perspective by relating learned theories and/or concepts (e.g. in a multicultural and/or interdisciplinary context)
- refine/deepen understanding of learned theories and/or concepts through the internship experience
- identify strengths and/or weaknesses of learned theories and/or concepts through the internship experience
- analyze and evaluate points of congruence and/or incongruence among elements of learned theories
- demonstrate functional linguistic proficiencies as well as cross-cultural knowledge of another civilization

ISP 495 Guided Research Thesis/ ISP 497 Thesis Summary in Language Studied:

students are assessed on how well they:

- apply learned theories and/or concepts to a particular practice
- demonstrate familiarity with the background of topic and place it in global or international context
- identify and characterize the problem/issue from multiple perspectives/disciplines
- employ and integrate research materials from at least two languages
- show evidence of cultural awareness and its integration into the analysis
- arrive at a defensible conclusion and cogent solution
- demonstrate functional linguistic proficiencies as well as cross-cultural knowledge of another civilization.

## INTERNATIONAL STUDIES THESIS 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 reflection 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 writing a thesis? What would you like to learn?

Which disciplinary and/or track courses have you taken that relate to the specific interests mentioned above?

Describe a specific topic that you are interested in studying.

How is your proposed topic related to international or global relations?

Do you have faculty mentors in your language concentration and disciplinary track in mind? Who are they and why would you like to work with them?

Provide an initial list of 3 **scholarly** sources, that you have read, which relate to your topic.

What are your post-baccalaureate plans?



**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 specifically would you like to learn and how does it relate to IS?

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

Which internships do you have in mind? List your possibilities and/or leads here:

Do you have faculty mentors in your language concentration and disciplinary track in mind? Who are they and why would you like to work with them?



**2. INTERNSHIP CAPSTONE APPROVAL FORM<sup>2</sup> (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):

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning	i.e. 9-12						
Afternoon							
Total hours per day							

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

<sup>2</sup> 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.*



### 3. INTERNSHIP CAPSTONE SITE SUPERVISOR EVALUATION FORM

*Due Dec 5 or May 5 (at the end of the internship)*

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:

<b>Performance</b>	<b>Excellent</b>	<b>Above Ave</b>	<b>Average</b>	<b>Below Ave</b>	<b>N/A</b>
Attitude and Cooperation					
Initiative					
Ability to work independently					
Thoroughness					
Organization					
Reliability					
Promptness					
<b>Interpersonal Skills</b>	<b>Excellent</b>	<b>Above Average</b>	<b>Average</b>	<b>Below Average</b>	<b>N/A</b>
Relations with others					
<b>Communication Skills</b>	<b>Excellent</b>	<b>Above Aver</b>	<b>Average</b>	<b>Below Aver.</b>	<b>N/A</b>
Oral					
Written					

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.



## INTERNSHIP CAPSTONE: 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 (double-spaced). You will also be required to keep a log for ISP 493. 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 your mentors.

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.

Below are suggested journal ideas for linking actions and observations from your internship to theories and concepts from International Studies. 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.)

- 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.
- 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?

- 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).
- 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.
- 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.
- 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?