

Internships in International Studies

Guidelines and Procedures

- 1) Contact the supervisor directly at the placement that is of interest to you. (A comprehensive list of internships is available in Adobe Acrobat “.pdf” format at the CIE web site <http://www.uwm.edu/Dept/CIE/index.html>).
- 2) Arrange your work hours directly with your supervisor. Hours noted below are for a full semester (fall or spring). They should be doubled for 8-week summer internships.
 - a. 2 credits = 7-8 hours per week
 - b. 3 credits = 10-11 hours per week
 - c. 4 credits = 13-14 hours per week
 - d. 5 credits = 16-17 hours per week
 - e. 6 credits = 20 hours per week
- 3) Enroll in International Studies Course #504-450, for the appropriate number of credits.
- 4) Internship placements are credit/no credit courses. You need to earn a grade of C- or better in order to receive credit for the course. Your grade is based on feedback from your internship supervisor; and a 10-page paper that you are expected to write, based on your internship experience (no outside research is required). Details about the paper will be sent to you after you enroll in the course. The paper is graded by the instructor listed in the *Schedule of Classes*. That instructor will also contact you once or twice during the semester in order to check on the progress of your internship.
- 5) Have fun! Most students have found their internship experiences to be very rewarding. Many students have gone on to find permanent employment in the agencies in which they interned, or through contacts made during their internships. If you find your internship experience to be less than adequate, or that you are doing an inordinate amount of “gopher work” (i.e., copying, collating, making coffee, etc.), please notify the course instructor immediately. While some amount of clerical work is a part of most jobs, you should also be working on substantial projects with international content.
- 6) Internship placements are unpaid.
- 7) Questions? Contact the Center for International Education office at 414/229-4252.