Credit for Unpaid INTA Internship
INTA 4901SJ (Undergraduate)

ELIGIBILITY
Nunn School students with unpaid internships are eligible to receive up to 3 credits for recognition of their unpaid internship experiences. Multiple registrations for course allowed. Credit may be used toward INTA or FREE electives.

CRITERIA
Academic credit is awarded for an internship that provides a structured learning experience that addresses learning outcomes and contributes to your intellectual and personal growth. The internship should provide opportunities to apply formal classroom knowledge, and practical perspective which relates to your major and develops your strengths. Fall and spring internships should run a minimum of 12-14 weeks and summer internships a minimum of 8-10 weeks.

REQUIREMENTS
In addition to the hours worked, grading and credit are based on:
- completing a reflective report
- conducting and summarizing an executive-level informational interview
- performance evaluations from your supervisor

REGISTRATION DIRECTIONS
1) Complete all sections of this form. Include a detailed description of your internship, including location, hours per week, start/end dates, and responsibilities. Obtain all required signatures.

2) With this completed form, submit a signed, official statement from the employer, on company letterhead, confirming that the internship is unpaid, and indicating the internship start/end dates, hours per week, and required and general intern responsibilities. Submit this to Stephanie Jackson, Assistant Director, Undergraduate Advising & Professional Development at the Nunn School (156 Habersham) by:

   Summer 2015 submission deadline: Wednesday, May 18, 2016
   Fall 2015 submission deadline: Wednesday, August 24, 2016

3) If the course is approved, you will receive an approval email and a permit that will allow registration via OSCAR. The default for the course is three credits. You are responsible for paying tuition for the unpaid internship credit.
4) By the end of the semester you must submit the reflective report and executive informational interview summary to receive the internship credit. Guidelines for the report and summary follow on page 4.

**Student Information:**

Student Name: ____________________________

Student GT ID Number: ____________________________

Student GT email address: ____________________________

Student phone number: ____________________________

Current overall GPA: ____________________________

Expected Date of Graduation: ____________________________

Semester/Year to be taken: ____________________________

Credit to be received (3 max): ____________________________

(3 work hours per week = 1 credit)

Level (circle one): Freshman Sophomore Junior Senior

By signing this I confirm that the above information is accurate.

_________________________   __________________
Student’s Signature   Date

**Internship Information:**

Company/organization name: ____________________________

Internship supervisor: ____________________________

Supervisor contact email/phone: ____________________________

Start and end dates: ____________________________
Hours per week: ______________________________________________________

**Detailed description of intern responsibilities (attach additional sheets if necessary):**

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Your signature indicates that you will oversee the student finishing the reflective report and executive informational interview summary outlined on page four.

**APPROVED:**

______________________________________________________  __________________
Stephanie J. Jackson  
Asst Dir, Undergraduate Advising & Prof Development – Signature              Date
GUIDELINES FOR THE INTERNSHIP REFLECTIVE REPORT

The purpose of this report is to have you reflect on your internship experience and relate it to your major area of academic study. The following guiding questions should be used in preparing this report. Questions to be addressed should be chosen in consultation with the Advisor. The report should be at least 1500 words (which is approximately five pages, double spaced).

1. What was the most important experience you had during your internship? Why was it important to you?
2. Describe the most significant ethical dilemma you encountered on the job (e.g. situation in which you had to define right and wrong conduct). How did you handle it?
3. How does the internship provide relevant international affairs knowledge, or relate to topics covered in one or more courses you have taken?
4. How has the internship influenced your impression of your career choice, or addressed your personal aspirations/goals?
5. How has the internship influenced your choice of courses to take?
6. What new things did you learn during this internship?
7. Discuss how the internship supports your development in the following Nunn School learning outcomes. Include specific activities and evaluation*(required):
   a. Scientific analysis of international affairs
   b. Communication skills
   c. Cultural and ethical awareness
   d. Teamwork skills
   e. Problem-solving skills
   f. Professional development
8. Please provide an analysis of the company and its business practices.
9. Other questions as appropriate from Director of Undergraduate Programs or Advisor.

GUIDELINES FOR THE EXECUTIVE INFORMATIONAL INTERVIEW & SUMMARY

Seek out one senior-level manager to understand her/his career and discuss career development related to the field. Use this as an opportunity to understand the field, organizational culture, priorities and goals of the company, and importance of professional development. Prepare a two page (double-spaced) summary of the interview, and include what you learned, networking contacts received, and follow up activities completed and/or planned.

Tips on informational interviews can be found in the Career Resources folder on T-square:
→ Career Resources / Job Search Resources (FT/PT/Intern) / Pre-Job Search Prep / Networking Strategies and Tips.

BOTH THE REFLECTIVE REPORT AND INTERVIEW SUMMARY ARE DUE
BY FINALS WEEK.