International Studies Department
Internship Application and Contract

Information about the Student:

Name _____   Student ID _____

Address _____

Phone # _____   E-mail _____

Major(s) _____   Minor(s) _____

Information about the Organization:

Name_____

Address_____

_____

Phone#_____   Fax#_____

E-mail_____   Supervisor's Name_____

Organization's Expectation of Intern and Internship Description

Additional information attached   [ ] Yes   [ ] No

Faculty Advisor's Information

Faculty Advisor's Name_____ Phone# _____

Department _____   E-mail_____

Signature _____   Date_____

Time Frame
Contract Period   From _____ To _____

Average Hrs Per Week   [   ]   (x) Number of Weeks [   ] = Total Internship Hours [   ]

Credits (P/NP Only):   [   ]   Term/Year _____

NOTE: All UO students who complete overseas travel through non-UO-endorsed programs must register travel plans through the Office of Risk Management before leaving the country. (UO study abroad and IE3 programs do NOT require this step). http://orm.uoregon.edu/content/international-travel

**Please note that this form is to help get academic credit for an internship; however, completion of an internship does not necessarily mean that it will meet the INTL field experience/internship requirement. Please discuss this with your faculty advisor and/or the undergraduate advisors for more information.

Credits Registered For:
Undergraduate Students **Register for one of the following:**

☐   INTL 406 Field Studies (abroad)   ☐   INTL 409 Practicum (domestic)

Graduate Students **Register for one of the following:**

☐   INTL 606 Field Studies (abroad)   ☐   INTL 609 Practicum (domestic)

Please note the following chart, which indicates the amount of UO credits awarded based on hours worked while completing an internship

Credits Received	Hours/Week Worked	Hours/Term Worked
1	3	30
4	12	120
12	36	360

Post Internship Requirements:
Upon completion of your internship, you must submit one copy of an internship report to your faculty advisor, as well as a letter of confirmation and evaluation from the organization with which you did the internship.

The internship report *(15-20 pages)* must contain the following information:

1. A description of the organization, its mission statement, and the clientele it serves
2. A description of your specific duties and the clientele you served, including what you actually did on the internship (hours, details of work, etc.)
3. How being an INTL major prepared you for this work, and how any INTL or UO courses helped in preparation for the experience
4. Reflections on the experience regarding what you learned from this internship and how you anticipate this internship will contribute to your future goals and future career

To Be Completed by the Faculty Advisor:

Signature_____ Date_____

Comments_____

_____

_____

_____

_____

Grade Submitted on _____ Final Grade _____