

INST 4800 Internship

Qualifications and Instructions for Applying for an Internship

To qualify for applying for an internship in order to earn the academic credit for INST 4800 Internship, students must meet the following minimum requirements.

- Student must be Junior/Senior status. You must have at least 60 credit hours completed. If you are a transfer student, you must have completed at least 12 hours at UNT before you are eligible.
- You must have completed 12 hours of approved courses for the International Studies major.
- You should have a minimum GPA of 3.0. If your overall GPA is below a 3.0, but your major GPA is a 3.0 you can still be eligible for the program. Under no circumstances will anyone with an overall GPA lower than 2.8 be eligible for INST 4800.
- Please make an appointment with the International Studies advisor to verify that you meet these academic requirements.
- Prior to applying to an organization for an internship, check with Dr. Sahliyah and/or INST Academic Advisor to make sure that the organizations you are interested in and their internship position are appropriate for satisfying the INST 4800 requirements.

In order to enroll in the INST 4800 Internship course, you must abide by the rules and procedures for earning academic credit.

- The internship grade is pass no pass.
- The INST 4800 Internship counts for 3 credit hours only.

The International Studies Major website and the Eagle Network Database (Internships) have a wide selection of opportunities that will meet approval requirements. Always check with INST department first though.

- A) Continue with internship search through resume submission. You must complete your internship search, accept an offer and be registered in INST 4800 BEFORE the first day of classes for the semester. No requests for registration into INST 4800 will be accepted once classes start for the semester. So start your search early!**
- B) After being notified of an internship offer from an approved organization:**
- 1) Notify your employer that they need to email Dr. Sahliyah, emile.sahliyah@unt.edu, informing him that you were selected, what your start date is, and a description of the tasks and duties of the internship;
 - 2) Once Dr. Sahliyah approves your internship and the INST advisor registers you in the class; log into your Eagle Network account, '**Report an Internship Hire**' and update your contact information in your profile. If you have any questions about the Eagle Network and reporting your internship information, please contact Corey Davidson, Internship Coordinator for

International Studies in the Career Center. He can be reached at corey.davidson@unt.edu or by phone at 940-565-2105.

- 3) Email joanie.smith@unt.edu or go by the International Studies Office GAB470 to find instructions and forms required to be completed throughout the semester. Please contact Dr. Emile Sahliyah, emile.sahliyah@unt.edu, if you have any questions.
- 4) Once you start your internship, you need to submit biweekly report to corey.davidson@unt.edu. Towards the middle of the semester, your supervisor should submit his midterm evaluation to corey.davidson@unt.edu. At the end of the semester, you should fill your final evaluation of your internship. Finally, your supervisor should submit his or her evaluation of your internship and submit the evaluation to corey.davidson@unt.edu.
- 5) Read and follow all directions.

Below are some suggestions for organizations that may offer internship opportunities appropriate for International Studies majors:

World Affairs Council of Greater Dallas/Fort Worth
Fort Worth Sister Cities
Cultural Awareness International Internship
Opening Doors Immigration Services
The Internship Program at the State Department
Peacecorps Opportunities
DFW International Community Alliance
Dallas Committee on Foreign Relations
The Citizens Network for Foreign Affairs (CNFA), Washington, DC
The International Rescue Committee
The Carter Center
UNT Career Center (www.careercenter.unt.edu – Eagle Network)(I
The City of Dallas, Office of International Affairs
Organization of American States Student Intern Program
The Washington Internships Program
UNT NTDC Washington Intern Program
US/Mexico Chamber of Commerce
Deloitte Internships
Catholic Charities of Dallas, Inc.

For an extensive list of job opportunities in the non-profit sector, see the Center for Non-Profit Management website: www.cnm.org

Volunteer positions can also be found at: www.volunteermatch.org and www.idealists.org