

Signing up for Internship Credit (INST 4800) as part of your International Studies Degree

Undergraduate Students

Academic Requirements: To enroll in [INST 4800](#), a student must have International Studies major status; junior or senior classification; minimum GPA of 3.0 and 6 upper-level hours in the student's primary area of concentration at UNT; a student must meet employer's requirements and have consent of department internship coordinator. May be repeated for credit; up to 6 hours of internship may count towards the major. Pass/no pass only. If you have questions about internship credit, contact the [Department of International Studies](#).

Expectations, timeline and approval process

Students are responsible for securing their own internships. The International Studies program does not place students in internships. (Students cannot take credit for a past internship that has been concluded already.)

It is the student's responsibility to plan early, and keep the International Studies program informed of their plans to take INST 4800, including information about which semester they plan to take it.

The student must inform the INST Internship Coordinator Dr. Özlem Altıok and Undergraduate Student Advisor Dr. Sing Hui Lee about the nature of the internship they are seeking to ensure that it is relevant to their degree and that it can be approved for course credit (typically for 3 credits).

Once the student secures an internship, they must enroll in a timely manner in INST 4800. For example, if a student plans to do an internship in the Spring of 2025, the student should plan to apply in summer or early Fall of 2024 so that they can expect to know for sure whether they have an internship at least a week before registration closes on January 9, 2025. (Note that for federal agencies and larger international organizations may require further planning and more time.)

The student should send the offer letter detailing intern responsibilities, hours to be worked per week, and modality (in person, remote or hybrid) along with the name and contact information of the student/intern's supervisor to Dr. Özlem Altıok. *Please note that the requirements of the internship will depend on the employer, but an internship typically involves at least 8-10 hours of work per week and can involve more.*

After receiving this information, Dr. Altıok will approve your enrollment in the course, and will specify what assignment you will need to complete to be evaluated on your internship experience.

How do I start looking for an internship? You can look for internships on [Handshake](#) [LinkedIn](#) and other platforms. Connecting with your professors and other professionals, peers, and following organizations you are interested in working for on LinkedIn are good ways to find internship and job opportunities.

How do I prepare to apply for an opportunity that seems to be a good fit? [The Career Center](#) offers many resources to facilitate students' preparation to apply to internships and jobs, including resume, cover letter and interviewing workshops.

International students

International students holding an F-1 visa can typically participate in an off-campus internship using Curricular Practical Training (CPT.) Students can be eligible to use CPT for an internship if they have been enrolled in school full-time for 2 long semesters and have maintained F-1 status. *The internship must be related to the student's major field of study and be taken for course credit OR must be required for completion of the degree.*

Students should work with INST Internship Coordinator and Undergraduate Student Advisor International Student & Scholar Services (ISSS) as early as possible before searching for internships to ensure that they are eligible, the correct course is taken for credit, and that appropriate paperwork is completed.

Graduate Students

One of the two courses that master's students in International Studies are required to take is the Practicum in international Studies (INST 5700). Students have the opportunity and are strongly encouraged to complete an internship during the semester they take INST 5700.

INST MA students with questions about internships should contact Dr. Özlem Altıok, the Internship and Community Engagement Coordinator in the International Studies program. Ozlem.Altiok@unt.edu