**Steps for IR 892 (Culminating Experience-Supervised Field Internship)**

These are general guidelines that will not take the place of close consultation with your committee and the graduate coordinator.

To register for IR 892, you need to submit approved and signed ATC (Advancement to Candidacy Form) and Culminating Experience Proposal forms to GRADSTOP. Please note that you need to submit your Culminating Experience Proposal **a semester prior** to registering in your culminating experience course.

# 1. At the beginning of the semester before your internship, fill out your ATC form and Culminating Experience Proposal online - no handwritten materials accepted.

1. ATC form: http://grad.sfsu.edu/content/current-students/atc
2. CEP: <http://grad.sfsu.edu/content/current-students/culminating-experience-procedures>

# 2. Have your ATC signed by the Graduate Coordinator and Culminating Experience Proposal approved by the Culminating Experience Committee (2 IR tenured/tenure track faculty members in your committee) and the Graduate Coordinator. Make two copies, submitting one to the Graduate Coordinator and the other to GradStop (ADM 250) according to the deadlines (November 1st and April 1st).

# 3. When you have secured an internship, turn in the Internship Student Work Agreement on page 3 to the Graduate Coordinator.

# 4. At the beginning of the following semester, request a permit from the Chair of your faculty committee or Graduate Coordinator to sign up for IR 892.

# 4. Students are required to work at least 140 hours at the internship site. We strongly recommend that you keep a log of your hours and progress and submit the Internship Verification Form on page 4 to the Graduate Coordinator upon successful completion of your internship.

# 5. Consult with your faculty committee to discuss steps to write the internship paper (outline on page 5.) These are academic, theoretically informed and empirically engaged research papers of 50 to 70 pages. Most committees require a proposal (see page 2) draft papers and a final product, but the specific requirements are at the discretion of each faculty member.

# 6. Submit your final internship paper approved by your faculty committee, an abstract of your internship paper, and the verification letter (see page 4) to the Graduate Coordinator to receive an approved Report of Completion Form and submit it to GradSTOP. The Graduate Coordinator will provide you with an exit survey. Please remind your IR 892 faculty Chair to submit your final grade or change RP (report in progress grade) to a letter grade. Last, fill out an online application for graduation at the Graduate Studies website.

San Francisco State University Department of International Relations MA Program IR 892 Proposal Guidelines

Your proposal is the document that you and your committee will use to guide your internship experience and internship culminating experience paper. The requirements will vary according to your needs and the expectations of the faculty members. Here are some examples and ideas to begin the discussion.

Some committees may prefer a formal proposal, such as the one on the IR Department web site: <http://internationalrelations.sfsu.edu/sites/sites7.sfsu.edu.internationalrelations/files/Documents/Beck-892-access.pdf>

Other committees may simply ask for written answers to a series of questions. Here are some possible discussion points to get the conversation started:

* You should present your research question for the culminating experience paper and discuss how your coursework and internship are connected to your topic.
* You should describe as specifically as possible the academic and professional benefits that you expect from your internship.
* You must discuss how your internship fits with IR theories or various perspectives on the global issue or topic, or case studies that you would like to address in your paper. You may want to emphasize how your internship will shed light on specific IR and/or organizational theories, or how insights gained during your internship can facilitate a deeper understanding of IR concepts and issues on your topic.
* You may want to provide a short literature review on your topic, as well as a working bibliography.

Weekly log of on-the-job daily activities

* In a notebook or word document set aside time on a weekly or daily basis to create a table or log of your work hours and activities. As you reflect and write, keep in mind the work agreement you developed with your supervisor and your position description.
* Your entry should include: a list of days/hours your worked that week; 2) the major tasks you worked on; 3) what skills you practiced and new skills you learned; 4) your new professional contacts, if any; 5) your reactions to what is happening around you- specifically what you are learning about how to be a professional in the particular work culture of your organization.

Please submit your log to the graduate coordinator with your signed internship completion form at the end of your internship.

For IR Use

International Relations

Internship Student Work Agreement

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Internship Responsibilities/Duties:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Start Date: End Date:\_\_\_\_\_\_\_\_\_\_\_

Weekly Work Schedule:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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IR 892 Faculty Committee

Faculty 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please sign

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Site Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Graduate Coordinator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

For Departmental Use Only

Internship Verification Form

\*Please print or type

Name;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SFSU email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of your IR faculty committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this form to the graduate coordinator. Make a copy for your files.

San Francisco State University Department of International Relations MA Program Guidelines for IR 892 Internship Paper

General: Your IR 892 paper should be 50-70 double-spaced pages (excluding your bibliography) formatted according to standards set by your IR Department faculty committee. Your IR 892 paper should examine what light your internship experience shed on the theoretical concepts and cases in international relations. Ultimately, you agree upon the content and structure of your paper with your IR faculty committee. You can find [a sample paper](http://internationalrelations.sfsu.edu/internationalrelations/internationalrelations/files/Documents/Hellberg_892_web.docx) on the IR Department website.

1. Introduction a. Overview of the international issues you will explore b. Discussion of the policy or theoretical importance of the issue you are addressing c. Brief review of various theoretical perspectives on the issues you are addressing d. Summary of your findings e. Paper outline
2. Organization a. Introduction and history of organization b. Background: structure, number of employees, region/areas of operation, funding sources, and major projects/achievements c. Completing organizations and challenges facing your organization (funding, operational, etc.) d. Your internship: Responsibilities, achievement, and knowledge gained e. Conclusion
3. Literature Review and Methodology a. Introduction b. Thematically organized review and critique of IR theories pertaining to the issue you are studying c. Your argument or reasons you favor a particular IR theoretical perspective d. Methodology discussion e. Conclusion
4. Case study (studies)

a. Introduction

b1. What light does the case study shed on the merits/demerits of the IR theory in your literature review? OR

b2. What do IR theories in your literature review suggest about the merits/demerits of the dynamics in the case study?

1. Conclusion a. Introduction b. Summary of main points in your paper c. Significance of your findings for IR theory, the way your organization conducts its activities, or policy e. Review and critique of alternative interpretations of your findings f. Areas in need of further study g. Closing remarks