

**Global Studies Department**  
Internship Application & Contract

**Student Name** \_\_\_\_\_ Student-ID: \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

<b>Organization Name</b> _____		
Address: _____		
Phone: _____		Fax: _____
Supervisor's Name: _____		Email: _____
Organization's Expectation of Intern and Internship Description:          		
Additional information attached	Yes	NO

<b>Contract Period</b>	Fall	Winter	Spring	Summer	/ Year:
Avg Hrs. Per Week:	Multiplied by # of Weeks:		= Total Internship Hours:		
Start: __/__/____	End: __/__/____	# Credits Registered (P/NP Only):			

<b>Course Number for Undergraduate Students</b>	406 Field Studies (Abroad)	409 Practicum (Domestic)
<b>Course Number for Graduate Students</b>	606 Field Studies (Abroad)	609 Practicum (Domestic)

<b>Faculty Advisor's Name</b> _____	Phone#: _____
Department: _____	E-mail: _____
Signature: _____	Date: _____

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

<b>Credits Received</b>	<b>Hours/Week Worked</b>	<b>Hours/Term Worked</b>
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 GLBL major prepared you for this work, and how any GLBL 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:**

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade Submitted on: \_\_\_\_\_ Final Grade: \_\_\_\_\_