



## Jackson School Undergraduate Internship Credit -- JSIS 497

JSIS 497 is designed as a supplemental educational opportunity to explore career options and develop skills related to the various JSIS majors in a work or work-related setting. Students do not earn credit merely for putting in time at an internship but by learning to connect classroom theory and work-based experience through the completion of an academic research paper or project. Your paper should integrate the internship experience with academic knowledge from the classroom and not be simply a log or record of the internship.

**Internships are generally offered on an unpaid/volunteer basis.** You are encouraged to view the internship as a learning experience related to your education and career development as opposed to an employment opportunity. *Students who are seeking regular, paid employment should contact the UW Career Center in Mary Gates Hall for information and opportunities.*

In the course of investigating internships and pursuing opportunities, you should consider what your individual learning and/or career goals are, and how the internship activities would assist you in meeting those goals. The Jackson School Career Services Office in Thomson 124 has a wealth of resources to help you find an internationally-focused internship. Other resources for a range of internship opportunities include the Carlson Leadership and Public Service Center and the UW Career Center, both located in Mary Gates Hall.

Once you have secured an internship, you must complete the Application for Undergraduate Internship (JSIS 497\*\*) and find a JSIS faculty sponsor. The faculty member supervises the academic component of the internship. Students are often most successful when they approach a professor who already knows them through coursework. The most natural "fit" is a faculty member whose research interests match the content of the internship. You may also refer to the Jackson School faculty listings on program fliers and the school website, and/or consult your academic adviser.

When you approach a faculty member, be as prepared and as specific as possible. Consider having a written proposal or at least some ideas for an academic project connected with the internship area, not just a proposal for your site work. Remember that you are not getting credit for the internship itself or the work you do there but for an academic project connected to that work (e.g., a paper, etc.). You might offer to email or leave the proposal ahead of time, or to bring it when you meet.

For internships abroad, the same policy and procedures apply with respect to JSIS faculty sponsorship. If you have questions about another institution's study abroad program that includes an integrated internship component, please see your adviser. A faculty adviser must pre-approve an internship that is part of a foreign study program, and final projects, along with a valid transcript, must be submitted for approval upon return.

**You must be a declared Jackson School major or minor to register for JSIS 497.** Note that you can receive 1-5 credits of JSIS 497 depending on the work you arrange with your faculty sponsor. The general guideline is one academic credit for every 30 hours per quarter (3 hours/week) spent on-site and working on the paper/project. All credits in JSIS 497 are graded "Credit/No Credit."

### **Example:**

*A student is doing an internship with an organization offering services to refugees. The student needs to articulate the academic relevance of the subject and provide a concrete proposal to the faculty member. Thus, "I want to get experience working with refugees" is a good reason to do an internship; it is not necessarily a good reason to get credit.*

*Credit comes from an academic project done from an international studies perspective. For example, would you study refugee issues from a sociological perspective? From a political/policy perspective? From an economic perspective? These are some of the general areas into which faculty separate their own research.*

*A good approach would go something like this: "I am working at the International Rescue Committee, and I would like to do more research on the issues that immigrants face in integrating into the community as well as the impacts on the community and its social service network."*

**\*\* See reverse side for application form, or go online at: [www.jsis.washington.edu/advise/internshipform.pdf](http://www.jsis.washington.edu/advise/internshipform.pdf)**