



Internship Credit Application (JSIS 497)

Course Overview

Internships are valuable opportunities to explore different career options, expand your professional network, build your resume, and bolster your chance of securing a good job after graduation. Internships can be local, national, international, or virtual. They can be paid or unpaid, full time or part time, for academic credit or not. Internships should benefit both the intern and the host organization and should be structured and supervised.

JSIS 497 is an avenue for University of Washington Jackson School of International Studies (UW JSIS) students working at an internship to earn course credit by defining, articulating, and reflecting on their internship learning goals and experiences through a written report. The report helps you to synthesize your academic goals and knowledge with experiences gained in the professional sphere, and will also be utilized by JSIS to better understand the professional experiences that benefit our students and to help other students.

You are encouraged to view your internship as both a *learning experience* for academic development and a *practical experience* for professional growth.

Conditions & Requirements

- 1) All internship credit is graded credit/no credit.
- 2) Students must be a declared Jackson School major or minor to register for JSIS 497.
- 3) Students can earn 1-5 credits per quarter. Credit is linked to the number of hours per week worked during an academic quarter: 4 hours = 1 credit.
- 4) Internships must be at least 10 weeks in duration and can be paid or unpaid.
- 5) Internships may *not* be conducted at a family-owned organization or business.
- 6) Students can accrue a *maximum* of 15 total JSIS 497 credits for their JSIS degree.
- 7) JSIS 497 is used to satisfy elective credit requirements only, not major requirements.
- 8) Internship course credit must occur during the same quarter the student is registered for JSIS 497—credit cannot be awarded retroactively. The only exception is for international students interning during the summer—email the course instructor, **Peg Cheng**, at jsisjobs@uw.edu for details.
- 9) International students must secure work authorization from International Student Services (ISS) by applying for [CPT \(Curricular Practical Training\)](#).



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Schedule for Obtaining JSIS 497 Credit

The quarter before the internship starts:

- 1) Arrange and secure your internship offer.
- 2) You must be a declared Jackson School major or minor to register for JSIS 497.
- 3) Email your completed Internship Credit Application to jsisjobs@uw.edu.
- 4) Once approved, you will be emailed a "faculty code" to register for JSIS 497.
- 5) International students must then secure [CPT work authorization](#) from International Student Services (ISS) after registering for JSIS 497. List Peg Cheng, Assistant Director of Student Services, as the JSIS contact for CPT.

During the quarter of the internship:

- 1) The last day to register for JSIS 497 is the 15th day of the academic quarter. Consult the UW Academic Calendar to confirm the actual date:
<http://www.washington.edu/students/reg/calendar.html>
- 2) About partway through the quarter, the instructor will check-in with you via email to see how the internship is going and receive your feedback.
- 3) During the last three weeks of the quarter, the instructor will check-in with your supervisor via email to see how the internship is going and receive their feedback.
- 4) Submit internship report via Canvas by the *last day of instruction*. Again, consult the UW Academic Calendar to confirm the actual date:
<http://www.washington.edu/students/reg/calendar.html>
- 5) If report and supervisor evaluation are satisfactory, credit is approved and posted.

The same policies and procedures apply to both domestic and international internships. For students who are studying abroad, a faculty adviser must pre-approve an internship that is part of a foreign study program. Final projects, along with a valid transcript, must be submitted for approval upon return.



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First Name: _____ Last Name: _____

Student Number: _____ Email: _____

JSIS Major: _____ JSIS Minor: _____

Degree Type: _____ Quarter of internship: _____

Projected Quarter & Year of Graduation: _____

Student Status: _____

Host Organization: _____

Organization website: _____

Organization address: _____

Supervisor Name: _____ Supervisor Title: _____

Supervisor Email: _____ Supervisor Phone: _____

Number of hours per week: _____ Number of credits requested (1-5): _____

Please specify your internship role and duties, and also describe how this internship relates to international studies:

By typing my full name below, I acknowledge and understand the conditions, requirements, and expectations for obtaining internship course credit through JSIS 497.

Full Name: _____ Date: _____