

## **GLOA 495: Global Experiential Learning**

This course covers a variety of possible activities, but its primary purpose to provide credit to students who participate in an academic internship in a global setting. An internship in a global setting includes sites either outside the United States or in institutions involved in global, international, or regional issues. In addition to work completed at the internship site, interns are required to complete academic assignments. The assignments vary depending on the number of credits sought.

### **Who is eligible?**

Enrollment in GLOA 495 is open only to students who have:

- Completed a total of 75 college credits
- Successfully completed GLOA 101 (or SOCI 120) and one 300-level core course in the GLOA major
- 2.5 GPA overall

### **How Many Credits Can I Receive?**

Students may register for 3, 6, or 9 credits of GLOA 495 internships. Please note GLOA 495 is a course and you will be charged tuition accordingly. Three credits can be applied toward the major; credits beyond the first three will count as upper division electives. The required assignments are as follows:

- 3 undergraduate credits:
  - Work a minimum of 135 hours over a minimum of 8 weeks
  - Meet with faculty internship advisor two times
  - Develop a learning contract including learning objectives and strategies for achieving objectives
  - Maintain a daily journal that documents the work experience
  - Write a paper proposal and final paper
- 6 undergraduate credits:
  - Work a minimum of 270 hours over a minimum of 8 weeks
  - Complete all the above requirements for 3 credits
  - Write a workplace interview paper
- 9 undergraduate credits:
  - Work a minimum of 405 hours over a minimum of 10 weeks
  - Complete all the above requirements for 6 credits

## What is the cost?

Beyond standard tuition costs, there are no special fees or charges associated with the Global Affairs Program internship. In general, internships will be unpaid, though some may be salaries or provide a stipend. You will provide your own transportation to the site and may also have to arrange for parking.

## How is GLOA 495 assessed?

To receive credit all students must work the requisite number of hours (listed on page 1) and submit a timesheet to the Global Affairs internship adviser. In addition to submission of the timesheet, students must submit the following (based on number of credits attempted).

<u>Grading Scale</u>	
A	93-100%
A-	90-92%
B+	87-89%
B	83-87%
B-	80-82%
C+	77-79%
C	72-73%
C-	70-73%
D	60-69%
F	59% and below

### *Three Credit Internship:*

1. Daily Journal Entries 20%
2. Paper Proposal (2-3 pages) 5%
3. Research Paper (8-10 pages) 35%
4. Workplace Evaluation 40%

### *Six and Nine Credit Internship:*

1. Daily Journal Entries: 10%
2. Paper Proposal (2-3 pages) 5%
3. Research Paper (8-10 pages) 35%
4. Workplace Interview Paper (4-6 pages) 10%
5. Workplace Evaluation 40%

## What are the written assignments?

### 1. *Paper Proposal (3, 6 and 9 credit interns)*

- Students must devise an empirical research topic early in the semester that investigates an activity, issue, or project in their organization in light of the relevant academic literature in the field. In choosing a research project, interns must consider the accessibility of needed information (data, documents, interviews) in the organization and the existence of appropriate academic literature. Your research proposal should be a minimum of 2 pages in length. In the proposal, discuss the project you have selected, the relevance of the topic to your internship, expected findings of your investigation, the data you will use, and a list of 4 articles or books that you plan to discuss in the literature review section of your paper. As the paper proposal requires some preliminary research, do not delay in selecting a topic and planning your project. If you need assistance in selecting a topic, please consult the Global Affairs Program internship advisor.

### 2. *Daily Journal Entries (3, 6 and 9 credit interns)*

- Students must journal their internship experiences. The journal is seen as a way to make sense of the internship on a continual basis. The journal is not an activity log detailing mundane tasks, but rather an ongoing critical reflection on key moments in the work experience that connect to broader themes learned in other Global Affairs courses. The Global Affairs Program advisor will check the journal entries at the end of the internship.

### 3. *Research Paper (3, 6 and 9 credit interns)*

- Your final research paper should be 8-10 pages in length and cite at least 6 academic sources (i.e. journal articles or books). The paper will contain a discussion of the relevant academic literature, research methodology, findings, and the significance of your findings to the field. Details regarding the content and format of the final paper will be provided by the Global Affairs Program internship advisor. Please refer to the grading rubric posted in the Assignments folder on Blackboard.

### 4. *Internship Sponsor Evaluation and Time Sheet (3, 6, and 9 credit interns)*

- Your workplace sponsor will submit an evaluation grading your internship performance and also confirm hours worked on the time sheet. Download the forms and give them to your sponsor near the end of the semester. They should return the forms to your Professor directing your internship (by fax or email).

### 5. *Workplace Interview Paper (6 and 9 Credit Interns Only)*

- Interview 2 or 3 people in your organization/office (at least one must be senior level). In a 4-6 page paper, discuss their perspectives on how the organization/office works and how it fits into the larger policy process.

**Policy for Late Assignments:** Assignments should be submitted via the SafeAssign portal under the “Assignments” tab on Blackboard by 5:00pm on their due date. *Any assignment submitted after 5pm will be considered late.* Computer problems **are not** legitimate excuses for late assignments. The grade for late assignments will be reduced according to the following standards and submission times:

- Submitted on due date, but after e-submission window closes: grade reduced by 1 letter grade
- 1 day late: grade reduced by 2 letter grades
- 2 days late: grade reduced by 3 letter grades
- 3 days or more days late: assignment failed

### How do I get started?

1. Start looking for an internship site early. Each student is responsible for finding his/her own internship placement and make arrangements for working with the agency. To find an internship, start here:
  - Utilize the resources of University career Services. <http://careers.gmu.edu/> (703) 993-2370.
  - Get a free PatriotJobWeb account at University Career Services. Hundreds of internships are listed online at PatriotJobWeb.
  - Use Going Global to find international opportunities. Log in to HireMason to use this resource.
  - Look at the internship and volunteer opportunities at [www.idealists.org](http://www.idealists.org). Idealist.org lists hundreds of internships that are available right now in the DC area and around the world.
  - Make a great resume. <http://careers.gmu.edu/student/resumes/>

The position may be a formally designated internship, or it may be any job in a public organization. Students may not use their current job for internship credit. The internship must be approved by the faculty internship advisor in the Global Affairs Program if you want to receive academic credit for the work. To receive approval, the nature of the site and your duties must be primarily dealing with global, international, or regional issues in the United States or abroad. Visit the Global Affairs Program advisor to discuss available internships and determine eligibility.

2. Once a few internship possibilities are found, apply for the internships in those organizations. The letter and application forms should be sent by the student to the agency when inquiring about the internship. Before applying, please make an appointment with University Career Services to help polish your cover letter and resume.

3. Submit an application for approval to enroll in GLOA 495 to the Global Affairs Program advisor for review. The application must include the following documents (materials in bold are available on the GLOA 495 website):
  - a. a completed **Internship Application** form;
  - b. a letter of acceptance from the intern agency;
  - c. completed components of the **Learning Agreement** with all appropriate signatures/initializations from the agency ("site") and the student, to be approved by the internship coordinator, including:
    - i. GMU Experiential Learning Agreement
    - ii. Attachment A: General Terms and Conditions
    - iii. Attachment B: Consent Agreement
  
4. The Global Affairs Program advisor, upon review and approval of the proposal, will give the student the necessary permission and paperwork (an Individualized Section form) you will need to take to the Registrar's office to register for GLOA 495.