# **INTERNATIONAL RELATIONS INTERNSHIP PROGRAM**

## APPLICATION FOR ACADEMIC CREDIT FOR IRE 192

Faculty Director: Prof. Heather McKibbon

SECTION 1.	
NAME(Last)(First)	ID#
(Last) (First)	
UNDERGRADUATE MAJOR:	
NUMBER OF UNITS YOU HAVE COMPLETED: (Only students who have completed at least 90 units can apply.)	
YOUR UC DAVIS E-MAIL ADDRESS:	
YOUR POSTAL ADDRESS IN DAVIS:	
	TEL:
YOUR PERMANENT HOME ADDRESS:	
	TEL:
<b>SECTION 2. (Read section notes below.)</b> WHEN DO YOU WANT TO DO YOUR INTERNSHIP? YEAR _	QUARTER
UNITS REQUESTED (calculate at one unit of credit for each three hour intern during the quarter):	rs per week you will work as an
WHERE WILL YOU WORK AS AN INTERN? (give the name of the o	organization and its full address):
AT THIS INTERNSHIP SITE, WHO WILL SUPERVISE YOUR WO	RK? (name and phone):

TEL:

## Notes on Section 2:

(A) Secure the Internship. You can pursue internship openings advertised on the International Relations Program e-mail list or by the UC Davis Internship and Career Center. Or you can take the initiative to find an internship opportunity for yourself. Either way, it is your responsibility to arrange for an interview with the site supervisor, whether in person or over the phone, in order to secure the internship. The internship must be related to international relations.

**(B)** Develop a Final Paper Proposal. Once you have successfully negotiated an internship, develop a *one-page* proposal for an academic project (final paper length will vary depending upon the number of units requested -- approximately 20 pages for a 4-unit internship).

(C) Return Application and Paper Proposal. Return this completed application form and your one-page proposal to Katy Pattison, Academic Advisor in the International Relations Major, <u>kcpattison@ucdavis.edu</u>. Upon approval of both the internship and the paper topic, you will get the CRN for your internship course by e-mail.

## NOW COMPLETE SECTION 3 ON THE OTHER SIDE OF THIS PAGE.

### **SECTION 3. (Read section notes below.)**

In the following space, briefly describe the **activities**, **duties**, **and responsibilities** you will have as a UC Davis intern, based on the agreement reached between you and your on-site supervisor. MAKE SURE YOU INCLUDE THE WEEKLY SCHEDULE OF WORKING HOURS YOU HAVE AGREED TO FOLLOW. In some cases this may have to be tentative, because your weekly schedule will be worked out exactly only after you start work. If necessary, you can confirm it later.

There are two things to remember as you fill out this section. (1) The International Relations Program does not award credit to interns who perform menial or trivial tasks (such as answering phones, making photocopies, or running errands). What you state here is our assurance that both you and your supervisor understand this. And (2) you receive University credit for your internship on the basis of one unit for each three hours you work as an intern per week. IRE 192 is a variable-unit course. So, you may apply for as few as one or as many as 12 units, according to the number of hours you work each week. Make sure that in Section 2 of this form you indicate how many units you are requesting and that the number of hours worked per week reflects the credit formula.

THE AGREED RESPONSIBILITIES AND MY DETAILED WEEKLY SCHEDULE ARE:

Intern's Signature	
Intern's Signature	Date:
6	

#### Notes on Section 3:

(A) Interns must have upper division standing (90 units or more); (B) Interns cannot receive credit for working with a relative or for a paid position they already hold; (C) Interns cannot receive retroactive credit, except by prior arrangement or at the request of the Dean; (D) All interns must be favorably evaluated by the site supervisor in order to receive academic credit.

## **SECTION 4.**

In addition to completing this application for academic credit, you must initiate Transcript Notation through the Internship and Career Center for your internship. Completing the ICC's Transcript Notation process is a requirement for all IRE 192 students.