

American University of Central Asia

American Studies Internship Policy

Overview: What and Why an Internship?

American Studies internship is one of the requirements for the American Studies major. AS students have a series of discussion with the AS Chair and/or any AS faculty advisor to ascertain what internship possibilities fit and forward their career or continuing education goals. Often the internship is a way to “try out” a possible potential career path before the commitments of graduate or professional school applications and admissions.

Internships can provide skills training and other valuable learning that one does not acquire in the classroom. Actual work situations may be very different from what a student imagines, and an orientation to what one will actually be doing in one’s career, or to what kind of support or other related work will intersect with one’s job, can be invaluable.

American Studies department can assist students in identifying internship opportunities; however, students are encouraged to arrange their own internships. Students must complete all requirements of the internship policy in order to receive credit.

Expectations

An internship is a multi-dimensional experience and students should expect to benefit in several ways. During their internships, they will have a chance to:

1. Apply their knowledge from the classroom in an actual work setting,
2. Gain practical skills and learn where further improvements are needed,
3. Meet and network with potential future employers,
4. Develop an understanding of an organization and its mechanisms,
5. Acquire relevant experience essential for their future careers,
6. Learn important professional skills that are valuable in any field.

Note: Internships are first and foremost educational experiences, and as such, they should not comprise regular clerical duties, such as making copies and fetching coffee.

As representatives of the American University, students are expected to conduct themselves in accordance with the values of AUCA. At the internship site students have to perform their responsibilities in a professional and dutiful manner.

Internship Search

To find a placement as an intern, students should search the Internet, career and job databases, consult the Career Center at AUCA, and/or talk to faculty members or American Studies/AUCA alumni who may know of openings or any other internship opportunities.

Eligibility

Only those students who have completed at least four full academic semesters, or the equivalent (i.e. 70-72 credits), will be permitted to do an internship proposal. Students should undertake two internships, one (for 3.0 credits) after their sophomore year (or equivalent) and another (for 3.0 credits) after their junior year (or equivalent) as a part of the American Studies major requirement. Two internships will earn 6.0 credits toward completion of the major requirements in American Studies. Each internship cannot be longer in duration than the length of the semester in which the internship is undertaken.

Registration for an internship

No later than eight weeks prior to the beginning of the proposed internship, the student must submit a written proposal, which shall indicate:

1. Place of the proposed internship;
2. Name(s) of the internship supervisor(s);
3. Complete mail address of the hosting organization;
4. Telephone numbers of the internship supervisor(s);
5. Email address(es) of the internship supervisor(s);
6. Duration of the internship (dates and internship schedule);
7. Detailed responsibilities of a student at the hosting organization.

The written proposal must explain how the proposed internship is appropriate for academic credit in American Studies. The department may consider proposals filed later than eight weeks prior to the proposed internship, but it is not obligated to do so.

Internship Approval

The proposal will be approved or disapproved by a departmental committee consisting of the department Chair and at least two other American Studies faculty members. This decision will be made based on:

1. The relevance of internship to American Studies field;
2. The academic component that a student wishes to pursue;
3. Detailed description of a hosting organization's activities and an intern's responsibilities within the organization;
4. An official letter from a hosting organization, specifying the responsibilities of an intern, duration of internship, and other necessary information as set in this document.

While the department will assist the student to locate an appropriate internship, it is the student's responsibility to discuss the internship duties with the internship supervisor (s) prior to submitting the internship proposal. Approval or disapproval of the internship proposal rests solely with the departmental committee.

Academic credits

1. American Studies department grants only 6 credits for internship: one (for 3.0 credits) after their sophomore year (or equivalent) and another (for 3.0 credits) after their junior year (or equivalent).
2. An internship must be an average of 135 hours to qualify for 3 academic credits (6 credits = 270 hours).
3. The required number of hours must be completed in a period no more than three months.
4. Academic credits will be counted toward the semester during which internship ends.
5. Faculty advisor or Chair of the Department should sign off on a student's academic component in order to receive credit.

Academic Component

Before starting the internship, a student should discuss the internship with academic advisor or Chair of the department, so that he/she can determine the academic component that best fits the student's internship. This component includes (1) a research paper or (2) research materials.

1. A research paper should examine a topic or themes that a student explores during the internship at a hosting organization. It should be a minimum of 10 page long scholarly written paper.
2. The second option – research materials- include handbooks, manuals, reports, studies, and research conducted for the organization.

Internship Report

In addition, to a research paper or research materials, a student must submit a final report to receive academic credit for internship. The report is evaluated by the departmental committee. It should contain the following:

1. Brief summary:

- Student full name
- Internship start and finish dates
- Number of internship days
- Type of internship
- Hosting organization name
- Internship supervisor's full name at the hosting organization
- Contact telephone, email, and mail addresses

2. Weekly timetable:

A weekly timetable should record the date and internship activity on that date. It should explain the work accomplished each day of the week during the internship period and should contain:

- The department of the organization that the week was spent.
- Name and signature of the controlling supervisor for each week at the hosting organization

3. Summary of the Internship

It should be a short account of minimum of 10 pages summing up the major activities carried out during the internship period. This part of the report should answer the following questions:

- Give a brief history of the organization and summary of its current activities
- How you found out about the internship/organisation and application process
- Discuss your goals for your internship, explicating those you achieved and those you did not
- What is the sector that the organization operates in
- Outline of the internship and tasks and responsibilities involved
- Challenges and successes and what you learned and what skills you gained in the process
- Discuss your interaction with the staff of the hosting organization as well as your supervisor
- Explain whether or not American Studies classes prepared you for your internship

4. An assessment of the internship

This section should include the following:

- Evaluate your overall performance on your internship
- Discuss how this internship will influence your future career plans
- Explain how the internship activities that you carried out are correlated with your classroom knowledge
- If you were able to repeat the internship experience what would you change?

5. Other Requirements

- Proofread carefully and double check for errors in grammar, syntax, punctuation, and spelling.
- Required format: Times New Roman 12, double-spaced, properly documented, page numbered, and stapled.

Academic Integrity

All students should respect academic integrity, which is the pursuit of scholarly activity free of fraud and deception, and is an educational objective of the American University of Central Asia. It includes, but not limited to, cheating, plagiarism, fabrication of information and citations, facilitating acts of academic dishonesty by others, submitting work of another person or work previously used without informing the departmental supervisor, tampering with the academic work of another student, and lying to the instructor. See the Code of Conduct at http://www.auca.kg/en/code_of_conduct/ for the full reference.

Reference Letter

Upon completion of internship, an internship supervisor at the hosting organization shall provide a reference letter, detailing the intern's professional performance, strengths, and areas for improvement. Supervisor shall also fill out the evaluation form and email or mail them directly to American Studies department. Both a reference letter and evaluation form should be confidential and sealed.

Evaluation Form for Internship Supervisor

(to be completed by the supervisor)

Name of the Intern:

Name of the Supervisor:

This internship started on (date) _____ and was completed on (date)

at (location)

Please give a brief summary of the internship:

Personal Qualities

Evaluation of **personal qualities** of the intern observed during the internship.

Select **one** evaluation level for each area by marking an "X" under the level that represents the intern's performance.

	excellent	good	average	poor	does not apply
Ability to adapt to a variety of tasks					
Decision-making, judgments, setting priorities					
Persistence to complete tasks					
Reliability and dependability					
Enthusiasm for the experience					
Attention to accuracy and detail					
Willingness to ask for and use guidance					
Ability to cope in stressful situations					
Time management abilities					
Ability to cope in stressful situations					
Creativity					

Professional Skills

	excellent	good	average	poor	does not apply
Ability to synthesize information and communicate it effectively					
Analysis skills; ability to determine information needs for self and patrons					
Ability to select the best potential resources to meet information needs					
Ability to organize, classify, and deliver information effectively					
Interpersonal relations: ability to plan with and work cooperatively with others					
Ability to create and communicate possible solutions to problems					
Professionalism; demonstrated interest in the issues, policies, and organizations related to the field					
Ability to apply classroom experience to real time projects					

Strengths of intern:

Areas for improvement:

What do you think the student gained from the internship?

Additional comments:

Signature of Supervisor _____

Date _____