

# EUROPEAN STUDIES

## Internship Policy

### Purpose

An internship is a pre-professional, educational experience, where students have an opportunity to enhance their theoretical knowledge by applying it in practice. The main goal of an internship is for students to gain practical skills related to their specializations in a real-world work setting. In its entirety, internship is an effective way for students to prepare for their future careers. It consists in two parts: **introductory (1 credit)** and **professional (2 credits)**. While working in the organization, students must fill out relevant documents that are required by ES department. If the Internship work is conducted in a part-time manner, this minimum total working hour requirement still applies. All degree-seeking undergraduate students must complete an internship in order to graduate.

### Part 1. INTRODUCTORY INTERNSHIP

**Course description:** An *Introductory Internship* is a pre-professional, educational experience, where students have an opportunity to enhance their theoretical knowledge by applying it in practice. Generally, the *Introductory Internship* consists of two parts: **Theoretical** (15 hours) and **Practical** (30 hours) should involve 1 time per two weeks (**45 hours in total**) during the Spring semester. The main goal of an *Introductory Internship* is for students to gain theoretical and practical skills related to their specializations in a real-world work setting. In its entirety, internship is an effective way for students to prepare for their future careers.

**Purpose** of this *Introductory Internship* is for students to reinforce their theoretical knowledge related to their specializations. They also learn in detail about organizational structure and corporate culture.

**Expectations:** An *Introductory Internship* is a multi-dimensional experience and students should expect to benefit in several ways. During their *Introductory Internship*, 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. Learn how organize important documents for the professional career valuable in any field such as
  - Curriculum Vitae (CV);
  - Cover letter;
  - Interview;
  - Application process;
  - Minutes;
  - Briefing paper/ memo;
  - critical thinking skills
  -

#### THEORETICAL PART (15 hours)

The European Studies professor will provide you the information useful for

- the details of the application process
- the Curriculum Vitae (CV) preparation for the specific organization
- the Cover letter writing for the specific purpose
- the Recommendation letter parts, required by organizations

- the Interview requirements
- the data collection of and search for the Interim organization
- the Minutes preparation
- the professional Internship requirements and expectations;
- the requirements of every part of Final report, Reflective essay, presentation, evaluation form and Recommendation letter;

#### PRACTICAL PART (30 hours)

The European Studies students will learn how

- to prepare their successful CV and Cover letter for the specific organization;
- to contact International organization;
- to prepare for the Interview;
- to write a Minutes;
- to find the organization for the Professional Internship
- to prepare final documents for the Professional Internship.

### **Part 2. PROFESSIONAL INTERNSHIP**

**Course Prerequisites:** To be enrolled in ES 308 you must have Sophomore or Junior standing, and you must have taken the course ES 306 Introductory Internship to European Studies. You are automatically accepted into the INTERNSHIP program at the end of the sophomore year (if you hold an active status with the University).

**Course requirements:** As a junior, you are expected within to take a PROFESSIONAL INTERNSHIP that would be credited as a course. It is expected to choose a site where you will be able to gain concrete practical skills in a particular field related to the European Studies. All proposed PROFESSIONAL INTERNSHIP sites must be declared by the student (see attachment 1) and approved by departmental supervisor after completing the ES 306 *Introductory Internship* course. Once a declaration is approved, students may undertake the *Professional Internship*. Generally, the internship should involve a minimum of three weeks of full time work (**115 working hours minimum**). It corresponds to **2 cr.** course. If the Internship work is conducted in a part-time manner, this minimum total working hour requirement still applies. While working in the organization, students must fill out relevant documents that are required by ES department. The student must submit the appropriate approval form before beginning the INTERNSHIP.

**Course description:** An internship is a pre-professional, educational experience, where students have an opportunity to enhance their theoretical knowledge by applying it in practice. The main goal of PROFESSIONAL INTERNSHIP is for students to gain practical skills related to their specializations in a real-world work setting. In its entirety, internship is an effective way for students to prepare for their future careers.

**Professional** internship is more goal-oriented. At this time, students are already familiar with the life of a professional and they expect to gain concrete practical skills in their particular field. The purpose of this internship is for students to reinforce their theoretical knowledge and to obtain deepened practical skills related to their specializations. They also learn in greater detail about organizational structure and corporate culture.

## 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:

5. Apply their knowledge from the classroom in an actual work setting,
6. Gain practical skills and learn where further improvements are needed,
7. Meet and network with potential future employers,
8. Develop an understanding of an organization and its mechanisms,
9. Acquire relevant experience essential for their future careers,
10. Learn important professional skills that are valuable in any field such as
  - interview;
  - data gathering, data guide;
  - survey;
  - write summary, text analysis;
  - presentation – oral and written;
  - prepare minutes;
  - briefing paper/ memo;
  - conference/ workshop organization;
  - drafting abilities;
  - translation work in different languages;
  - intercultural communication skills;
  - critical thinking skills

*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.

## Reporting an internship

It is the student's responsibility to find an internship. Students may consult their departmental advisors or the University's Advising and Career Services office if they require guidance in their search. However, the European Studies and AUCA cannot guarantee positions, and ultimately, students need to ensure their own placement.

## Declaration of Internship

An internship site must be approved by the departmental supervisor. For this purpose, students need to fill out a *Declaration of Internship* form (see attachment 1). They should meet with the advisor and briefly describe the organization where they would like to intern and their anticipated duties. Once a chosen site is approved, students may undertake the internship. While working in the organization, students must fill out relevant documents that are required by their home departments.

**Evaluation Form:** At the conclusion of the PROFESSIONAL INTERNSHIP, students need to ask their organization supervisor for an *Evaluation* form (see attachment 2). Having completed the form, the on-site supervisor should send it directly to the departmental supervisor.

Organization supervisor will provide a **recommendation letter** in addition to the evaluation form.

**Final Report:** After completing the internship, students must submit a **report** in accordance with departmental guidelines. The student needs to demonstrate his results during the **oral (Power Point) presentation**. Finally, students need to write a **critical essay (theory-practice reflection)** addressing four issues—skills gained during the internship, possibilities for further growth, things that were not accomplished and overall evaluation.

Your **INTERNSHIP report** should contain the following aspects:

1. Information about the organization you were working for
2. How did you find your internship?
3. Why did you apply especially at this organization?
4. What duties did you have during your internship? Did you have your own field of responsibility? What kind of work did you do?
5. "Theory-Practice-Reflection": Explain in detail which method/s did you used during your internship. How did the knowledge you gained in your studies help you during your internship? How do the things you learned during your internship help you now in your studies?
6. Conclusion: Would you recommend your internship to other students?
7. Appendix should include any materials provided by the organization, as well as tables, charts, diagrams and other materials.

**Please, keep in mind:**

You are writing this report not only for the academic supervisor, but also for the students coming after you. They should get a good overview of what was your internship like. The report should contain at least 3 pages.

If you are writing about things that have to be kept in confidence, please, tell your academic supervisor. We plan to publish these report on the new website or/and e-library of the ES program that is constructed in the moment.

**Some remarks on formal aspects of your report:**

Please start your report with your name and contact details (esp. e-mail address)

Do also not forget to mention the name and address (also website) of the organization you did your internship at.

Try to structure your report in a sensible way (ex: Introduction, How I found my internship, Duties and responsibilities, Theory-Practice-Reflection, Conclusion).

**Paper formats:** All papers, including final report and reflective essay, must be typed in a font size of 11 (Arial, Tahoma) or 12 (Times New Roman) 1.5-spaced. Margins should be 20 mm, and paginated. All paper should be edited and spell-checked.

**Presentation**

You should prepare and defend your work in the format of Power Point presentation which will be scheduled for Final Exam week December, 2012. You will be given 5 minutes for your presentation and 5 minutes for questions and answers. All the students and instructors will attend the presentation. Send your Power Point presentation to your supervisor to be published on the ES website. The grade will be given based on the results of your work.

**Academic Integrity** 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. Please refer to the Honor code, which is also available on line at [www.auca.kg/](http://www.auca.kg/)

Anyone found to be academically dishonest is subject to receiving an "F" for the course.

### **Internal guidelines for supervisors**

Internships are an integral part of the educational experience as they provide valuable practical skills that enhance the theoretical foundation. Students need to understand the importance of internships, and in order to achieve this, each department should hold pre-internship orientations. During this orientation, the department supervisors will introduce the purpose, expectations, and requirements of the internship, as well as the format of all final reports.

A department faculty member supervises student internships. The role of the supervisor is that of a guide, and the following duties fall under his or her responsibility:

1. Approving the internship site,
2. Answering students' questions regarding the logistics of internships,
3. Consulting students who are taking a research internship,
4. Contacting the internship sites and maintaining communication with the organizations' supervisors,
5. Overseeing students' work progress,
6. Evaluating students' final reports, reflective essays and listening to their presentations,
7. Monitoring Internship results,
8. Preparing supervisor report and recommendations for the future generations,
9. Providing information on the digital AUCA library of the ES program.



Attachment 2

**Student Evaluation**

Student's Name \_\_\_\_\_

Supervisor's Name and Position \_\_\_\_\_

Organization's Name \_\_\_\_\_

*Instructions:* Please fill out this brief form about the student's performance and submit it to \_\_\_\_\_ (departmental supervisor's name) by e-mail at \_\_\_\_\_ (departmental supervisor's e-mail). We appreciate your honest input and cooperation with our University!

On a scale of 1 to 5 (1 being the lowest, and 5 being the highest), please assess the level of responsibility demonstrated by the student?

Not responsible	_____	_____	_____	_____	_____	Very responsible
	1	2	3	4	5	

On a scale of 1 to 5 (1 being the lowest, and 5 being the highest), please rate the level of professionalism demonstrated by the student.

Not professional	_____	_____	_____	_____	_____	Very professional
	1	2	3	4	5	

On a scale of 1 to 5 (1 being the lowest, and 5 being the highest), please indicate how punctual was the student during the internship.

Not punctual	_____	_____	_____	_____	_____	Always punctual
	1	2	3	4	5	

Signature

Stamp