

**School of International Affairs
The Pennsylvania State University**

INTAF 595: Plan for Internship

Name: _____

E-mail: _____

Mailing address: _____

Phone: _____

SIA Faculty Advisor: _____

Internship Site Information

Name of Organization: _____

Address: _____

Name and Job Title of Supervisor: _____

Supervisor's e-mail: _____

Supervisor's phone: _____

Start and End Dates of Internship: _____

Hours/week in internship: _____

INTAF 595 enrollment

Semester(s) of enrollment: _____

Number of credits (minimum of three): _____

ADDITIONAL DOCUMENTATION REQUIRED:

1) "Plan for Internship" Statement

In approximately 500 words describe your "Plan for Internship." Maintain an appropriate professional tone describing not only why you chose to complete your internship with this organization, but also the type of activities you expect to be involved with during your internship, and how the activities relate to your academic program and career goals. Your statement will be shared with your faculty advisor and your supervisor at the internship organization.

2) Capstone Registration Form

After you have discussed your proposed internship opportunity with your faculty advisor and he/she has concurred that the experience meets/exceeds the capstone project requirements set forth by the School of International Affairs, you will need to complete the Capstone Registration Form and have your faculty advisor sign it (along with your signature).

Credit will not be given for any capstone for which the student is not registered prior to commencing the capstone activity.

When the *Plan for Internship* form and accompanying required documentation are complete, please submit them to:

Grant Littke, Director of Career Services
122B Lewis Katz Building, University Park, PA 16802 USA
careers@sia.psu.edu
ph. (814) 865-3809
fax (814) 867-2800