

Contract for Internship

The New School Graduate Program in International Affairs

In order to get academic credit for an internship, submit a signed copy of this form, an approved internship proposal, and the organization's written confirmation of the internship to the Program Secretary in the GPIA Office, 66 W. 12th St. 6th Floor. 212.206.3524.

Student Name and N number _____

Date _____

Title (to appear on transcript) _____

Titles can be no longer than 24 characters.

Credits _____

Internship Proposal

After obtaining written confirmation from the organization where the internship will take place, you must submit a proposal to the member of the GPIA faculty who agrees to serve as your Faculty Supervisor. This proposal must contain: a) The name and contact information for the organization; b) The name and contact information for the on-site internship supervisor; c) The period of internship, including number of hours (a minimum of 150 hours, generally 10 hours per week over the course of a semester, is required in order to qualify for academic credit); d) The proposed tasks the intern will undertake; and e) The nature of a written report that the student will submit to the faculty supervisor at the completion of the internship. **You must submit written confirmation from the internship organization of the internship and the proposal approved by your Faculty Supervisor with this Contract for Internship in order to receive academic credit.**

Evaluation

A written report of 10-15 pages must be submitted by the student to the Faculty Supervisor upon completion of the internship. The on-site supervisor must also complete a brief evaluation form provided by The New School and submit it to the Faculty Supervisor. With both the report and evaluation in hand, a grade of "P" (Pass) or "F" (Fail) will be submitted.

Student Signature _____ **Date** _____

Approval

Signature of Faculty Supervisor _____ **Date** _____

Signature of Assistant Director _____ **Date** _____

Note: Students must register during the scheduled registration period. Internships are subject to the same add/drop deadlines as existing courses. The work must be completed no longer than the end of the current semester. The tuition for internships is the same as for other credit-bearing courses.