

PROCEDURE FOR OBTAINING IS MAJOR CREDIT FOR AN INTERNSHIP

There are several different internship classes at UW-Madison, credit for IS major internship are generally run through IS 523 or IS 320. Please review the options below and follow the appropriate steps for your situation.

IS 523 or IS 320

- These classes are part of on-line seminar associated with the International Internship Program (IIP). Students interested in pursuing this option should be in contact with the IIP office. Only the 3 credit versions of these class are considered.

The DC Internship Program

- These classes are part of a formal UW-Madison DC internship program that is administered via IAP. The course equivalents are pre-set and described below.

A different class

- To use other internship classes taught at UW-Madison, you need to bring the class syllabi and meet with your IS Major advisor. Classes are considered on case-by-case bases for elective credit.

Procedural Steps for Using IS 320 or IS 523 as part of an IIP program:

1. Contact the International Internships Office <http://internships.international.wisc.edu> to schedule an advising time and learn more about enrollment and requirements.
2. Depending on the internship focus, IS 320 or IS 523 can count as elective credit in the IS Major. This is conditional on approval from the IS Major advisor and the class needs to be 3 credits.
3. Fill out the internship credit petition form turn it into the IS Major advisor prior to, or within the first two weeks of the semester in which your internship starts. Failure to do this will result in the class not counting on your DARS.

Procedural Steps for the DC Internship Program (starting Fall 2017)

1. Students who participate in the International Track will take 3 classes while interning in DC. Those classes are a public policy class, and internship course, and an elective focused on globalization.
2. Students will get elective credit (regardless of track) for the research and internship classes. In the IAP CER process, students must select IS 622 as the course equivalent for the public policy class and IS 322 as the course equivalent for the internship class. Students will get Issues credit in the Politics and Policy track for the elective course and must select IS 502 as the course equivalent.
3. Note the course equivalency process is administered via IAP and students must use their My Study Abroad account to select the appropriate course equivalents. Students must also complete the program evaluation form for their grades to be released. Students who are graduating senior should discuss how the short delay in IAP classes posting to their DARS will affect graduation audits with their advisor.

Procedural Steps for Using a Different Class:

1. Meet with your IS Major advisor Prior to starting the internship and bring the syllabus for the class you wish to take. Classes are considered for elective credit on a case-by-case basis.

Important Additional Information:

- If you wish to receive credit during the summer, you will need to enroll and pay tuition and fees. If it's during the academic year, you do not need to pay a fee unless your credit load exceeds 18 credits.

- Reflective essays that simply ask you to consider your work experience are not considered substantively academic for the purposes of obtaining internship credit.
- Although IS 320 and IS 523 are International Studies course number, this class does not count for the major unless the student has made arrangements with the IS Major Advisor and the course instructor.
- You cannot submit a request for an internship to count within the Major after you have completed the internship. This must be done prior to the start of the internship.
- The IS Major does not award academic credit simply for work experience. Rather, academic credit is awarded for academic work (e.g., writing an academic paper or prepare a report, community engagement projects that resulted in research, and academic readings). If your internship has these components, and you combine your internship with academic work you may be eligible to receive credit.

INTERNSHIP CREDIT PETITION FORM

Students need to fill out this form and turn it in with the attached response sheet to the IS Major advisor. Forms can be turned in via email to krbrown7@wisc.edu or in person at 332 Ingraham.

STUDENT'S NAME: _____

STUDENT ID: _____

OPTION IN THE MAJOR (circle one): SECURITY ECONOMY CULTURE

Please type your responses to the following questions on a separate sheet of paper.

1. Describe the academic component of your internship (e.g., paper, presentation, article) and length.
 2. Summarize your internship work / project.
 3. Explain how the academic component augments or complements your internship goals.
 4. How will the academic components of this internship enhance your understanding of International Studies?
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NAME OF SUPERVISING FACULTY: _____

FACULTY SIGNATURE: _____

DATE: _____

INTERNSHIP UNDERTAKEN (circle one): FALL SPRING SUMMER YEAR: _____

DEPT NAME AND COURSE NUMBER: _____

NUMBER OF CREDITS: _____

YES, I WILL TURN IN A COPY OF MY FINAL ACADEMIC PROJECT TO THE IS MAJOR ADVISOR WHEN IT IS COMPLETE.

YES, I HAVE ATTACHED MY ANSWERS TO THE QUESTIONS ABOVE.

DEADLINES:

**This form is due to the IS Major advisor within the first 2 weeks of starting your internship.
The academic final project is due to the IS Major advisor 10 days before the end of the semester.**