

# University of North Georgia Strategic & Security Studies Internship Application Form

*If you need this document in another format, please email Dr. Edward Mienie ([Edward.mienie@ung.edu](mailto:Edward.mienie@ung.edu))*

## Internship Procedure

- Student meets with his/her SSST academic advisor.
- Student consults with the [Center for Global Engagement](#) about the available internship opportunities.
- After choosing an internship, student provides the SSST academic advisor with documentation about the internship, its duration, the contact hours, and how it fits into the SSST degree.
- The academic advisor refers the student to an instructor in one of the SSST concentrations.
- Student meets with the assigned instructor and discusses the procedure for weekly journal entries and the requirements for the final paper.
- Instructor signs the internship application form.
- If it is an international internship, student gets the approval of the Central for Global Engagement.
- Student gets the Dean of Students' approval.
- If a cadet and participating in a military internship, student gets the approval of the Assistant Commandant and the Professor of Military Science.
- Student gets signatures of Registrar and Financial Aid.
- Student gets the approval of the SSST academic advisor.
- Student returns the completed internship application form to the SSST executive director, Dr. Edward Mienie ([Edward.mienie@ung.edu](mailto:Edward.mienie@ung.edu), 319 Hansford Hall), at least **one month** prior to the start of the internship. (**please do not incur any expenses before the final approval of this form**)
- The SSST executive director registers the student in the Banner for the appropriate internship course(s).
- Close to the internship semester, student will be enrolled in a D2L course called 'SSST Internship'.
- During the internship, student submits weekly journal reports in the D2L and works on the final paper.
- At the end of the internship, the student's immediate supervisor completes the attached **evaluation** form and sends it to the SSST executive director either via email or in a sealed envelope.
- All materials *must* be submitted no later than five days after the completion of the internship. Late submissions will be deducted ten percent per day.**

# University of North Georgia Strategic & Security Studies Internship Application Form

**Note: You *must* provide *all* the information below before you can register for an internship.**  
To insure prompt processing of this form, *please print all information legibly.*

## Student Information

Name: \_\_\_\_\_ ID Number: 900 \_\_\_\_\_

E-mail: \_\_\_\_\_@ung.edu

Phone : \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Concentration: \_\_\_\_\_

- ROTC
- Sophomore
- Junior
- Senior
- Minimum 48 credits

Semester:

- Fall
- Spring
- Summer

Year: \_\_\_\_\_

Course & hours: \_\_\_\_\_

## Internship Information

From: \_\_\_\_\_

To: \_\_\_\_\_

Supervisor's title and name: \_\_\_\_\_

Supervisor's e-mail address: \_\_\_\_\_

Supervisor's phone number: \_\_\_\_\_

Supervisor's organization  
and address: \_\_\_\_\_

# University of North Georgia Strategic & Security Studies Internship Application Form Signature Approvals

\_\_\_\_\_  
1. Instructor

\_\_\_\_\_  
2. Center for Global Engagement

\_\_\_\_\_  
3. Dean of Students

\_\_\_\_\_  
4. Academic Advisor

Conduct Probation: Yes  No

\_\_\_\_\_  
5. Executive Director SSST

## For cadets in military internships only:

\_\_\_\_\_  
Assistant Commandant

Good standing

Currently has outstanding/pending sanctions

Comments:

\_\_\_\_\_  
Professor of Military Science

## Registrar

\_\_\_\_\_  
Registrar

Good Standing

Meets Hour Requirement

## Financial Aid

\_\_\_\_\_  
Financial Aid

Receives Funds Before Trip

Receives Funds After Trip

# University of North Georgia Strategic & Security Studies Internship Application Form Internship Requirements

All internships in the Strategic & Security Studies Program are governed by a uniform set of guidelines no matter the instructor. These guidelines include the following:

## 1. Contact Hours

- a. A **9-15 credit-hour** internship involves at least **320 - 530** contact hours of in-service work.

## 2. Assignments

- a. Students must post weekly **journal** entries detailing work assignments, experiences, and personal reflections on the corresponding course in the Desire2Learn (D2L) website. Students must keep a weekly account of hours devoted to the internship.
- b. The student's immediate supervisor during the internship must complete an **evaluation** form. It is the student's responsibility to supply the executive director, Dr. Edward Mienie ([Edward.mienie@ung.edu](mailto:Edward.mienie@ung.edu)), with the name, email, and address of the supervisor **at least a month prior** to the start of the internship.
- c. Students must write a **paper** that is no less than 12 *full* pages of text (from the *top* of the first page to the *last line* of the 12<sup>th</sup> page). Title and reference (and any other non-text) pages do NOT count towards this minimum. The paper must be double-spaced, with 1-inch or smaller margins, and 12-point or smaller Times New Roman font. The paper must deal with **a)** a full description of the history, function, mission, structure, and culture of the internship organization; **b)** an [annotated bibliography](#) about the internship organization using five peer-reviewed sources selected in consultation with the instructor; and **c)** a comprehensive reflection of the student's experiences in the internship organization and how they compare to and contrast from the sources reviewed in the annotated bibliography. All sources must be properly cited and referenced using [MLA](#), [APA](#), or [Chicago](#) format and style. Automatic deductions from term paper grade: 10% of the term paper grade per day late; 8% of the term paper grade per page short of 12 full pages.
- d. At the end of the internship, student must complete the attached internship evaluation form.

## 3. Major Requirements

- a. **BA-Strategic and Security Studies** students are *required* to complete a 9 to 15-hour study abroad experience or internship.

## 4. Grading

- a. Supervisor's **evaluation** = 50%
- b. Term **paper** = 30%
- c. Weekly **journal** = 15%
- d. Student's evaluation of the internship = 5%

All materials must be submitted no later than **five days** after the completion of the internship. Late submissions will receive a penalty deduction of *ten percent* per day:

1. Final paper
2. Student's evaluation of the internship
3. Supervisor's evaluation of the student
4. Weekly journal entries (to be submitted weakly)

# University of North Georgia Strategic & Security Studies Internship Application Form

## Internship Courses

- Cyber Security Concentration (Maximum 12 hrs of internship)
  - CSCI 4910 (1-3 hrs) repeatable twice
  - CYBR 4910 (1-3 hrs) repeatable twice
- History Concentration (Maximum 9 hrs of internship)
  - HIST 4900 (1-3 hrs) non-repeatable
  - HIST 4901 (1-6 hrs) non-repeatable
  - HIST 4902 (1-9 hrs) non-repeatable
- Language Concentration (Maximum 12 hrs of internship)
  - MLAN 4999 (1-6 hrs) repeatable twice
- International Affairs / Military Concentrations / Intelligence (Maximum 9 hrs of internship)
  - POLS 4485A (3 hrs) non-repeatable
  - POLS 4485B (6 hrs) non-repeatable
  - POLS 4485C (9 hrs) non-repeatable

**University of North Georgia Strategic & Security Studies  
Internship Application Form**

**Internship Check List**

- Internship Application Form
- Supervisor's Contact Information
- Weekly Journal Entries
- Final Paper
- Student's Evaluation of the Internship
- Supervisor's Evaluation of the Student



## Student's Evaluation of the Internship

Student: \_\_\_\_\_

Agency: \_\_\_\_\_

Academic Term(s): \_\_\_\_\_

This evaluation is to be completed at the conclusion of your internship experience and turned in with your academic work. The survey is being conducted in order to determine the applicability of your interning agency for future placements. Your evaluation of the agency as good or bad does not have any effect on your grade. You merely have to complete the survey. Please be honest.

Please read each statement and circle the number that best corresponds with your opinion.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	
1	2	3	4	5	
1. The agency was flexible in my work hours.	1	2	3	4	5
2. I was never requested to perform any task that I felt uncomfortable about.	1	2	3	4	5
3. The agency asked me to perform tasks that placed me in danger.	1	2	3	4	5
4. I was treated with respect at all times.	1	2	3	4	5
5. I frequently felt uncomfortable at the job site.	1	2	3	4	5
6. I felt I was treated unfairly compared to the full time employees.	1	2	3	4	5
7. My internship helped me relate classroom concepts to real life issues.	1	2	3	4	5
8. I was asked to perform duties that were not a part of my original agreement with the agency.	1	2	3	4	5
9. The majority of the work at my internship agency involved performing mundane tasks, such as photocopying and filing papers.	1	2	3	4	5
10. There is a good chance I will work for the agency upon graduation from UNG.	1	2	3	4	5
11. I would recommend this agency to other students considering an internship placement.	1	2	3	4	5
12. I feel my academic work prepared me for work in the international field.	1	2	3	4	5

Please feel free to add any other comments or suggestions on an attached sheet.



Supervisor’s Evaluation of the Student

Student Name \_\_\_\_\_

Intern Agency \_\_\_\_\_

Evaluating Supervisor \_\_\_\_\_

Phone Number/Email of Supervisor \_\_\_\_\_

Please rate the intern on a scale of 1 (poor) to 5 (excellent) on the following performance points.

Table with 9 rows of performance points and 5 columns of rating options (1-5).

Major weak points of the intern: \_\_\_\_\_

Major strong points of the intern: \_\_\_\_\_

Please feel free to make any additional comments on the reverse side of this evaluation. Thank you for your time and cooperation.

Please return form to: Edward L. Mienie, Ph.D. Executive Director, Strategic Studies and Partnerships University of North Georgia 82 College Circle, Hansford Hall 319 Dahlonega, GA 30597 O: 706-867-4465 edward.mienie@ung.edu