Strategic & Security Studies International Internship Form

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

International Internship Procedure

☐ This package includes the following three forms. Students must fill out all of them:

a. SSST International Internship Form

b. CGE International Internship Approval Form

c. Career Services Internship/CO-OP Learning Agreement form

☐ Consult with the Center for Global Engagement (https://ung.edu/education-abroad/programs.php) or Global Military Programs (https://ung.edu/global-military-programs/index.php) about international internship opportunities.

☐ After choosing an international internship, meet with your SSST academic advisor and provide them with documentation about the internship, duration, and contact hours.

☐ Meet with the assigned instructor of record at UNG and discusses the procedure for weekly journal entries and requirements for the final paper.

☐ Return a copy of all the completed internship application forms to the SSST executive director, Dr. Edward Mienie (Edward.mienie@ung.edu, 314 Hansford Hall) at least one month prior to the start of the international internship and get the final approval signature. Please do not incur any expenses before the final approval signature.

☐ Depending on the student's progress in the major, the number of contact hours in this internship, UNG regulations, and previous participation in international internships/study abroad, some or all of the credit hours of this international internship may not fit the student's academic plan. Students should consult with Financial Aid before accepting this internship.

Student's Name - ID:

Country - City:

Duration - Contact Hours:

Student's Signature:

Instructor of Record's Signature:

Academic Advisor's Signature:

SSST Executive Director's Signature:

Blue shaded areas: click to type. Signatures: type your name (no digital certificate needed).

Strategic & Security Studies International Internship Form

All internships in the Strategic & Security Studies Program are governed by a uniform set of guidelines, regardless of the instructor

Eligibility

- Must have completed at least 48 credit hours prior to program.
- Must be accepted to UNG. Dual/Joint Enrolled students are not eligible to participate.
- Must be in good academic and disciplinary standing.
- Must be 18 years or older at the time of program departure.

Contact Hours

- Unless approved otherwise by the executive director of SSST, 3 credit hours of international internship requires 120 contact hours.
- Students using the catalog years before 2022 should have 9-15 credit hours of international internship or study abroad.
- Students using the catalog years after 2022 should have 6 credit hours of international internship or study abroad.

Assignments

- It is studnets responsibility to provide the executive director, Dr. Edward Mienie (Edward.mienie@ung.edu) with the name, email, and address of the international internship supervisor at least a month before the start of the internship.
- **Paper = 30%.** After consulting with their instructor of record at UNG, students will choose a title and write a paper that is at least 12 full pages of text. 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. All sources must be properly cited and referenced.
- **Weekly journal = 15%.** Students must post weekly journal entries detailing work assignments, experiences, and personal reflections on the corresponding course on the Desire2Learn (D2L) website.
- **International supervisor's evaluation = 50%.** At the end of the internship, students' immediate supervisor during the internship must complete the attached evaluation form.
- **Student's evaluation of the internship = 5%.** At the end of the internship, students must complete the attached internship evaluation form.
- 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.

UNG | UNIVERSITY of NORTH GEORGIA™

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.

1. Willingness to perform duties	1	2	3	4	5
2. Acceptance of supervision	1	2	3	4	5
3. Observance of office policies	1	2	3	4	5
4. Trustworthy and reliable	1	2	3	4	5
5. On site appearance and demeanor	1	2	3	4	5
6. Ability to work with others	1	2	3	4	5
7. Quality of work	1	2	3	4	5
8. Ability to work independently	1	2	3	4	5
9. Overall rating of performance	1	2	3	4	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 314
Dahlonega, GA 30597
O: 706-867-4465
edward.mienie@ung.edu

UNG | UNIVERSITY of NORTH GEORGIA™

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.

UNG UNIVERSITY of NORTH GEORGIA
CENTER FOR GLOBAL ENGAGEMENT

Revised Dec '21 SB

International Internship Approval Form

Name: _____ Email Address: _____

Banner ID: _____ Major: _____

Home Campus: _____ Term/Date Abroad: _____

Anticipated Graduation: _____ Program Location: _____

# of credits completed: _____ (48 hours min. required prior to internship)

All Cadets Going Abroad

Assistant Commandant: _____ ☐ Good Standing
☐ Outstanding/Pending Sanction
Comments _____

Course Number	Course Title (Print Legibly)	Credit Hours	Contact (Work) Hours

Enrolling in other UNG courses while abroad Yes ☐ No ☐ *If yes, how many credits?* _____

_____
Academic Advisor Signature
Courses fit student's Academic Plan
Yes ☐ No, see below ☐

List courses that don't fit Academic Plan:

_____

_____
Faculty Instructor of Records (Print Name)

_____
900#

_____
Signature

National Service Leadership Track Cadets Only

Academic Coordinator NSLT - MLC 105 _____

Comments _____

International Internship Approval Form (Continued)

Internship Supervisor Information

Name and Title: _____ Email address: _____

Organization: _____ Address: _____

For Contracted Cadets Only

Professor of Military Science Office – MLC 127
Adjutant OR Director of Instruction

Signature _____

Comments _____

Cadet Scholarship Coordinator – MLC 125
(Only Cadets Receiving Scholarships)

Signature _____

Georgia ARNG Detachment Commander – MLC
(Only Cadets in the GA ARNG)

Signature _____

Study Abroad Financial Aid Funds Available

Fund Type	Date Available	Amount	Hours Needed
Federal Grants / Pell			
Federal / Private Loan(s)			
HOPE / Zell / Other State Aid			
Scholarship Funds			
UNG Loan			
ROTC Scholarship			
GI Bill			
Tuition Assistance			
Other:			

_____ No Aid Available ☐

Financial Aid

Any variance from the above listed courses might jeopardize receipt of academic credit OR result in repayment of funds.

_____ _____

Student Signature Date

_____ _____

CGE Advisor Date of Completion

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please email the Center for Global Engagement or call 706-867-2858.

INTERNSHIP/CO-OP LEARNING AGREEMENT FORM
PLEASE READ ALL SECTIONS OF THIS PAGE BEFORE COMPLETING THE FORM

Student Responsibilities While On Assignment:

- Student is expected to participate in an Organization orientation, including the processes and techniques for maintaining the safety of the workplace.
- Student is expected to abide by all rules and regulations established by the worksite supervisor, as well as the Organization's policies and procedures.
- Student is expected to be in attendance at the worksite whenever scheduled to work. If the student must be absent due to illness or family emergency, the student is required to report the needed absence to the site supervisor as soon as possible. Further, the student must report the absence to the Faculty Internship Advisor, if required by that department. Students are also expected to be "on-time" for work and prompt in completing assigned tasks.
- Student will not borrow or "burn" copies of company/agency software, CD's, or any resource materials without documented permission of the site supervisor. Further any student involved with the taking or using of any hardware/software/resource without express permission from the company/agency will be removed from the program.
- Student is responsible for reporting to the Faculty Internship Advisor or UNG Career Services Internship Coordinator the reassignment of tasks which differ significantly from the agreed-upon duties and responsibilities, outlined on the signed Internship Work Agreement form.
- Student agrees to have sufficient health, accident, disability, and hospitalization insurance to cover him/her during the internship.
- Student understands that if s/he is using personal vehicle when traveling to/from internship or for the benefit of the Organization, UNG has no liability for personal injury or property damage which may result from its use. Student agrees to rely solely on personal vehicle insurance or insurance provided by internship coverage, if applicable.
- Student understands that UNG assumes no responsibility for personal injury which may be suffered during the course of the internship.
- Student agrees to contact the Career Services Internship Coordinator should issues of sexual harassment or other grievance-related issues arise.
- Student will not file for Unemployment Compensation benefits upon the completion of the work term.

Organization Responsibilities:

- The Organization will designate a site supervisor to oversee the duties and responsibilities of the intern/cooperative education student. The site supervisor will be responsible for conveying the Organization's expectations to the student.
- The Organization is expected to provide the student with an orientation to the Organization's policies and procedures, including safety rules and regulations.
- No student may be asked / allowed to use any computer program or software in which the Organization does not hold a license for use.
- The site supervisor or Organization representative will report any incident of inappropriate behavior, continued safety violation, excessive absences, violations of software/hardware, or other grievance-related issues to the Faculty Internship Advisor or the UNG Career Services Internship Coordinator so that appropriate action may be taken.
- The site supervisor agrees to complete a Student Evaluation of Performance form sent to the Organization each work term, and return the completed evaluation in a timely manner.
- The site supervisor and the Organization will obey all local, state, and federal laws and will waive all claims against the student(s), the University of North Georgia, and its faculty, staff and administrators.
- Employees and agents of the Organization will not harass or discriminate against a student. Should a complaint of harassment be made against an Organization, UNG will investigate the complaint immediately and reserves the right to disallow any future participation in any activities sponsored by UNG.

Instructions for Completing the Student Internship/Co-op Learning Agreement:

- The form may be filled out by typing your information into each form field area (gray shaded areas).
- Please complete **ALL** sections before requesting signatures from each party.
- If the internship will be completed out-of-state (other than Georgia), the Faculty Internship Instructor of Record **MUST** notify the Distance Education & Technology Integration (DETI) office in order for UNG to be in compliance with state authorization laws. DETI staff may be reached at 706-867-2520 or deti@ung.edu.
- If the internship will be completed abroad (internationally), you **MUST** meet with a representative from the Center for Global Engagement (CGE) and obtain their signature on this form. The Dahlonega CGE office may be reached at 706-867-2858 and is located in Price Memorial 218. The Gainesville CGE office may be reached at 678-717-3950 and is located in Strickland 179.
- Completed Internship Agreement Forms **MUST** be submitted to the Office of Career Services no later than the last day of Add/Drop for each semester.

For questions, or if you need this document in another format, please contact the appropriate office:
Career Services-Dahlonega: 706-864-1951 or careerservices-dah@ung.edu
Career Services-Gainesville: 678-717-3964 or careerservices-gvl@ung.edu

Internship/Co-op Learning Agreement Form
UNIVERSITY OF NORTH GEORGIA
Please complete ALL sections

Student Information:

Student Name:		Student ID:	
Major:	Class Status: ☐ Sophomore ☐ Junior ☐ Senior	Email:	@ung.edu
Street Address:			
City:	State:	Zip:	Is this an: ☐ Internship or ☐ Co-op
Phone Number:	Semester to Intern: ☐ Fall ☐ Spring ☐ Summer ☐ SSI ☐ SSII ☐ Maymester Year:		
Internship Course Number:	Number of Credit Hours:	Is this an international internship? ☐ Yes ☐ No	

Internship Site Information:

Organization Name:			
Internship Worksite Address :			
City:	State:	Zip:	
Site Supervisor Name:		Phone Number:	
Email:	This internship is: ☐ Unpaid ☐ Paid -- Amount per hour: $ (optional)		

Faculty Internship Instructor of Record Information:

Faculty Internship Advisor Name:			
Email:	@ung.edu	Office Phone Number:	

Student's Duties and Responsibilities While on the Worksite: *attach separate page if extra space is needed

As an outcome of participating in this program and performing the above duties/responsibilities, what are your expected learning outcomes?

When appropriate, the faculty of a sponsoring department reserves the right to set additional requirements in conjunction with this worksite program, such as additional readings, journals, written assignments, etc. It is the responsibility of the student to meet with a designated faculty member to determine policies, procedures, assignments, and evaluative measures, if any.

NOTE: ***Affixing your signature below indicates you have reviewed the Student and Organization Statement of responsibilities, the information is above is correct and you agree to adhere to these terms.***

Student: _____ Date:

Site Supervisor: Date:

Faculty Internship Instructor of Record: Date: ☐ DETI notified (if out-of-state)

Center for Global Engagement: Date: *only for international internships

A COPY OF THIS FORM MUST BE COMPLETED AND SUBMITTED TO CAREER SERVICES NO LATER THAN THE END OF DROP/ADD