**Loyola University Chicago**

**GIST 370-01: Internship in International Studies**

**Fall 2020**

Professor: Chris Hasselmann

Class: There are no regular class meetings.

Our single, mandatory meeting will via Zoom on October 27th @ 7 PM

Office Hours: To be held virtually via Zoom

Tuesday and Thursday, Noon - 1PM & by appointment

Email: [chasselmann@luc.edu](mailto:chasselmann@luc.edu)

This course offers academic credit toward your major or minor while interning and gaining professional experience at one of several organizations, either here in Chicago or elsewhere. The intent is for students to 1) apply their education to date in a professional setting, 2) gain valuable experience at the start of their professional careers, 3) to explore a particular area of professional interest before embarking on their careers, and 4) to potentially “get a foot in the door” within a particular field or employer with the hope of landing a permanent position upon graduation. While past interns have received job offers from organization where they have interned, there are no guarantees or promises of employment that accompany taking this course.

Office Hours in the COVID-Era

Office hours are dedicated student access time during which faculty are required to be in their offices so that students may come by to ask questions related to the course or any other topic (e.g., graduate school, summer internships, informal advising …). Ordinarily, appointments are not required, and students may just walk-in; however, in light of social distancing guidelines in place this fall, all faculty will be holding virtual office hours via Zoom, and this necessitates a few changes. My office hours can be accessed via a link on the course homepage in Sakai. To ensure student confidentially, students will first enter the waiting room, meetings will not be recorded, and unless a group request is made, they will be one-on-one.

Course Basics

Students cannot self-enroll, however, upon approval will be administratively enrolled for either 3 to 6 credit hours at an approved institution. 3 credits requires 120 total hours while each additional credit requires another 40 hours of interning. In a normal 15-week semester, this works out to a minimum of 8 hours per week for 3 credits and 16 hours per week for 6 credits. Although students may enroll for up to 6-credit hours, or retake GIST 370 for additional credit in subsequent semesters, the course itself can only be applied to the major or minor for a maximum of 3 credits. Any credit hours earned beyond these three will be counted as a general university elective.  (This means that you can only count this course towards your GIST major or minor **once**, and for a total of 3 credit hours).

All students eligible for 6-credit hours (i.e., interning at least 240 contact hours) may elect to split their credits by simultaneously enrolling for 3-credit hours of GIST 370 and 3-credit hours the internship course in a second major (e.g., COMM 381, COMM 391, PLSC 370). With the approval of the other department, such students have the choice to complete all assignments for each class separately (e.g., treating this one internship as two separate and unique courses), or in lieu of two shorter research paper (one for each class) may elect to write one longer research paper to be submitted to both course simultaneously for joint grading. The Provost Reflection essay is not expected to vary or lengthen; therefore, the same reflection essay may be submitted to both internship courses. Any unique course-specific assignments, such as an exam, must be completed in addition to any jointly submitted assignments. If the single research paper option is selected, it will be jointly graded with the professor of the second course (i.e., COMM 381, COMM 391, PLSC 370). The research paper requirement is described in more detail below. This option is designed for double majors who need credits to count towards both programs’ degree requirements. How correlated the two final course grades are will depend on how many assignments they share in common; if the assignments do not differ, then the student will get the same grade in both courses.

Students enrolled in Loyola’s Washington D.C. Program may also elect to enroll for 3-credit hours of this course despite being in D.C. As each student’s situation may differ, D.C. Program participants are required to discuss their specific plans with Prof. Dimock and myself. In short, do not assume you cannot get credit for GIST 370 just because you are in D.C. for the semester; the opposite is in fact the case. For GIST credit, the internship needs to be international or global in focus as opposed to one concerned primarily with American politics or the U.S. in general. Satisfying this requirement has been easily satisfied in the past.

You will arrange your specific work schedule with your organization’s internship supervisor (i.e., not me) based on the needs of the organization and your schedule. There will be a mandatory “class” meeting where all interns will meet together with me to discuss various matters. This semester’s meeting will take place via Zoom at 7PM on October 27th.

For more information about the Engaged Learning University Requirement, please visit [www.luc.edu/engagedlearning](http://www.luc.edu/engagedlearning)

Loyola Connect

LUConnect is Loyola’s [online mentoring platform](https://luconnect.luc.edu/) (luconnect.luc.edu) that connects students to Loyola alumni for career-related conversations. LUConnect also facilitates career exploration and allows students to draw on the diverse perspectives of professionals. Students can search alumni by industry, job title, or keywords—they can even search by major, to explore potential career and industry options. Once a student finds an alum who reflects her interests, she may request a meeting via Skype, in-person, or phone. Through LUConnect, students and alumni can define the extent of their interactions—ranging from a single career conversation, to a long-term mentorship, or a one-day job shadow. To review the platform, please visit the LUConnect webpage at lucconnect.luc.edu/browse or click [here](https://luconnect.luc.edu/browse)—no sign up required.

If you have any questions, please feel free to contact Brigette Petersen at [bpetersen@luc.edu](mailto:bpetersen@luc.edu).

Assignments

All internships at Loyola have an academic component in addition to the hours spent interning. There are seven assignments/requirements, each of which students will turn in to me and/or the university (i.e., not the organization’s internship supervisor).

First, all students will in conjunction with their organization’s supervisor draft and submit an Experiential Learning Agreement (ELA) by Friday, September 18th both in writing and on-line within LOCUS. As this is a university requirement, failure to complete an ELA will result in an “F” for course. The university is legally obligated to obtain such information for credit/work completed off campus (i.e., it to has to do with student financial aid fraud). Hence, you cannot and will not receive any credit for your internship if you fail to complete the ELA form within LOCUS. There is zero flexibility on this: no form, no credit. Please note this is a two-part process involving both a paper form that includes signatures, and an on-line submission of contact information. The ELA instructions for on-line submission are available [here](https://www.luc.edu/experiential/forstudents/locustutorial/). A [PDF-version](https://sakai.luc.edu/) of the form for obtaining written signatures can be found in the resources section of the course’s Sakai page. Students will need to enter the contact information of their supervisor, briefly describe their duties and responsibilities, and list **three (3) separate** learning objectives at the bottom of the page. While some basic administrative functions are to be expected, the majority of one’s time should be spent engaging in activities that will allow you to synthesize classroom learning with professional responsibilities. Your three individual learning objectives should relate to your intellectual, personal, professional, and/or civic development. In short, you should describe how your duties are connected to your personal and professional development plans. You are required to give the first two pages of the Agreement to your supervisor for their records. Page 3 is the identical to what you will complete in LOCUS but includes a place for your supervisor to sign at the bottom. You should return page 3 to me after your supervisor has signed it. You can skip and ignore page 4 if you choose (you’ll see why when you look at it); I only need page 3. There is no need to print or do anything with page 4.

Second, the class will meet one time as a group to discuss student experiences, the two written assignments, and the portfolio submission for the annual GIST Assessment. This meeting will be held on October 27th at & PM via Zoom. Failure to attend this meeting will result in a 5-point grade penalty applied to your final course grade. This is the only mandatory meeting and the only time that all students will meet as a group.

Third, all students will submit 3 reflection essays (“ejournals” in Sakai) that reflect on their internship experience and work assignments, with each one being at least 2-pages double-spaced. The submissions are due by 5 PM on the last day of September, October, and November respectively, and should be uploaded directly to [Saka](https://sakai.luc.edu/)i. While your entries can address descriptive information (i.e., what you did), you should primarily reflect on your experience, both positive and negative, and focus on what you are taking away from the experience rather than just describing what you do each day at work. Serious issues, however, should be brought to my attention IMMEDIATELY; do not wait to tell me about a significant problem until your next journal submission. By serious, I mean both the obvious, such as sexual or physical harassment, but also professional difficulties with your supervisor that you are unable to resolve on your own. Do not wait until the semester is over and your supervisor as submitted a graded evaluation of you to bring such issues to my attention. Failure to submit 3 reflection essays will result in a 5-point deduction of your final course grade.

Fourth, your supervisor will complete an evaluation of you at the end of the term; a blank copy is attached to this syllabus so you can see the basis upon which your supervisor will evaluate you. It is your responsibility to ensure that your supervisor 1) has this form, 2) completes it, and 3) actually returns to me no later than November 20th.

Fifth, the Office of the Provost has instituted its own reflection assignment for all Engaged Learning courses. The Provost has asked that you begin your reflection paper by considering the following:

*Loyola University Chicago Mission Statement:*

*“We are Chicago’s Jesuit, Catholic university – a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice, and faith.”*

*We ask all students enrolled in an Engaged Learning class to complete this reflection.* *Holding in mind the University’s mission statement, please compose a written reflection of at least two double-spaced pages that explains:*

*How did you connect your in-class and out-of-class Engaged Learning experience?*

*How did your Engaged Learning experience help you connect to the University’s mission?*

*How did the Engaged Learning experience in this course affect your personal, intellectual, civic, and/or professional development?*

Your completed reflection specifically addressing each of these three questions is due no later than December 3rd. You should upload it to Sakai by then; late submissions will be assessed a 5 point penalty for every day the assignment is late.

Sixth, students will complete a research paper that addresses their internship, the organization, and its place in the field in which it works. As a research paper, it must pose and offer an answer (thesis) to a specific research question of your choosing; this paper *cannot* be simply descriptive of your organization and what you did while there. The length of the paper will vary based on the number of credit hours for which you are enrolled: at least 6 pages for 3-credit hour enrollees, and at least 2 additional pages for each credit hour beyond 3. This means if you enroll for 6 credits (or split those 6 credits across two courses and elect to submit one longer paper to both classes), your final research paper needs to be at least 12 pages.

While more details will be discussed during our mandatory meeting, the basic idea to remember is that this is a research paper, not another reflection essay on what you did while interning, and as such must center on a specific argument/thesis that answers an explicit research question or puzzle posed at the beginning of the paper. It is expected that students will present a scholarly review of the issue/puzzle/question/… and how their organization relates to it. For example, if you were interning at Human Rights Watch (HRW) and posing a research question about its effectiveness, you would first review the theoretical role that NGOs play in international affairs in general and the specific role they play in the protection and advocacy of human rights. You would also have to review how the effectiveness of NGOs is to defined and measured, using either a measure taken from the existing literature or one of your own devise. You might consider comparing it to the track record of another NGO with similar objectives, such as Amnesty International. The specific subfield(s) and literature(s) you draw upon (e.g., Anthropology, Communication, History, Political Science), is up to you. You have considerable leeway in choosing a research question, and should pick something you are interested in learning more about that is related in someway to your internship experience.

To assist in writing this paper, students are encouraged to interview the permanent staff of the organizations during the course of their internship. This paper is also due by December 3rd and should be uploaded to Sakai. Late papers will be docked 5 points per day for a maximum of ten days. Failure to submit a paper by then will result in a grade of zero for this assignment, and an “F” for the course.

Finally, all students are required to submit material to facilitate the annual assessment of the GIST program. To that end, each student must submit a portfolio that includes:

- Two *previously* written papers (6 pages minimum), each from a different GIST course. You may use your research paper for this course as one of these papers, but are not required to.

- A personal statement describing:

1) What you feel you have learned as a Loyola student

2) Experiences you have found most helpful (courses; internships; roundtables,)

3) An assessment of the strengths and weaknesses of the GIST program itself.

Please combine all aspects into a single file (Word preferred, PDF acceptable) and send it to me by email no later than December 3rd.

Grades

The final course grade will be the weighted average of your Provost’s reflection paper, your research final paper, your supervisor evaluation, and the GIST Assessment, less any grade penalties outlined above. These four assignments will be weighted as follows:

Provost’s Reflection Paper: 5%

Research Paper: 40%

Supervisor’s Evaluation: 50%

GIST Portfolio Assessment 5%

The following scale will be used to convert points into letter grades: plus = -9, -8, -7; whole letter grade = -6, -5, -4, -3; minus = -2, -1, -0. Ex: 77 = C+, 83 = B, 91 = A-

Supervisors are asked to report a letter grade. To avoid bias in converting these to numerical scores for computation purposes, the middle score in each range is used. For example, a “B-” will be recorded numerically as 81; a “B” as 85, and a “B+”, as 88.

The research paper is the weighted average of separate grades on the following 4 criteria:

1. Quality of the argument (30%) – clear central thesis, use of existing research …

2. Argument clarity (30%) – supporting arguments are clear and elaborated …

3. Presentation (20%) – college-level writing, proof reading, presentation of data

4. References (20%) – use of appropriate college-level sources, correct citation using any existing format (MLA, APA …).

A Excellent work; papers (essays) are well written and argued with a clear thesis that is well supported throughout. Written work is clear, concise, and devoid of errors (grammatical, lack of citation, etc…). While all papers can be revised endlessly, no immediate, obvious or quick changes would improve the caliber of the work. Participation in class discussions is consistent and thoughtful.

B Good overall, although could stand improvement in places. Arguments typically require greater elaboration or support. Written work is often unclear or vague in places, either due to a lack of conceptual clarity, or simply a writing style that is difficult to follow at times. Class participation is good, although not as consistent or forthcoming as from other students in the class.

C The work is acceptable, however, suffers from numerous shortcomings that detract from the overall effort. Arguments are often ill supported and typically vaguely explained. Written work could stand substantial revision and improvement for clarity, basic grammar, citation/reference requirements, and overall presentation. Active participation in class discussion is often minimal, though occasionally present.

D The minimum acceptable level to receive credit. Written work is weakly presented in terms of both clarity and accessibility, meaning that it is often difficult to follow or determine just what is being argued. Little to no supporting evidence is presented, and there are often large leaps of logic that raise questions as to the student’s understanding of the concepts under discussion. Papers often reflect serious difficulties with written English, raising concerns about the student’s ability to successfully graduate from college without significant improvement. Despite these weaknesses, however, the effort rises above the level needed to receive credit for the assignment.

F Failure to meet the standards expected of students at Loyola University Chicago.

All students are expected to adhere to the highest standards of academic integrity. All instances of cheating or plagiarism will result in at least a failed grade on the assignment, if not the entire course. All infractions are reported to the Dean for Student Academic Affairs for further disciplinary action, which may include expulsion from Loyola University. The university’s policies related to academic integrity are list in the [catalog](http://www.luc.edu/academics/catalog/undergrad/reg.shtml). All findings of academic misconduct are entered into a student’s university record and may be disclosed to graduate schools, state bar examiners, and others with a legitimate reason to inquire.

With the exception of your external supervisor’s evaluation, students may request that I re-grade of any other course assignment. However, I reserve the right to then change the initial grade either up or down as well as leave it unchanged. The result of any re-grade is final.

### Texts

There are no required textbooks for this course.

Office of Engaged Learning: Engagement Key

Students in an Engaged Learning class have the opportunity to earn their [Loyola Experience Engagement Key](https://www.luc.edu/experiential/eportfolio/loyolaexperienceinitiatives/engagementkey/). For students to receive an Engagement Key, they must complete the Engagement Key [reflection](https://www.luc.edu/experiential/eportfolio/loyolaexperienceinitiatives/engagementkey/) (otherwise known as the Engaged Learning reflection) during or after their Engaged Learning course that asks them to critically reflect and connect Loyola’s Jesuit mission to the Engaged Learning experience through the use of their learning portfolio. The Center for Experiential Learning Portfolio Program coordinates the reflection submission and distribution of the Engagement Key each fall and spring semester. Engagement Keys are distributed to students at Loyola’s Undergraduate Research and Engagement Symposium (URES) Recognitions Ceremony during the Weekend of Excellence. For more information on the Engagement Key program and submission process, please see visit this [website](https://www.luc.edu/experiential/eportfolio/loyolaexperienceinitiatives/engagementkey/). If you have any questions, please email [eportfolio@luc.edu](mailto:eportfolio@luc.edu). For more information on the Undergraduate Research and Engagement Symposium, please visit the Center for Experiential Learning’s [website](https://www.luc.edu/experiential/symposium/waystoparticipate/forstudents/).

**Internship in International Studies**

**Loyola University Chicago**

**EVALUATION FORM**

Dear Internship Supervisor:

Thank you for your participation in our internship program. In order to effectively evaluate the intern who has worked in your office, we request that you respond to the questions in this brief form. I use this evaluation to help me assign a final course grade to your intern, so please offer as much detail as you can in your comments.

Name of internship supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of internship coordinator (if different than supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office phone of internship supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office email of internship supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please circle or **boldface** the number that best corresponds to your answer for each of the following questions. Responses are ranked from 1 (strongly disagree) to 10 (strongly agree). Please offer brief comments, when possible, to explain your ranking.

1. The intern was effective in performing the assigned work.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The intern demonstrated willingness to learn/acquire the skills required for the job.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. The intern completed assigned projects in a timely fashion.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. The intern was reliable in completing assigned projects.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. The intern regularly arrived at the assigned work place in a timely fashion.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. The intern regularly worked for the amount of time agreed upon in advance.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. The intern was able to carry out the assigned projects without close supervision.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. The intern worked effectively with co-workers (other employees, volunteers and/or interns).

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. The intern worked effectively with supervisors (yourself or others).

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. The intern was hard working when assigned to a project.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. The intern independently sought productive work during any down time in a project.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. The intern completed the work assigned efficiently.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Overall, the intern met your expectations for the work assigned.

1 2 3 4 5 6 7 8 9 10

(Strongly Disagree) (Strongly Agree)

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If you were to assign a grade to this intern for her/his work with you, what grade would you give the student, and why?

Please make any additional comments in the space provided below or on an additional sheet of paper. Your comments in this section can be especially helpful in assessing the intern's performance on the job and in strengthening our overall program for the future.

Signature of internship supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number (Office): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

Chris Hasselmann, Ph.D.

Internship Coordinator, Program in Global and International Studies

Loyola University Chicago

1032 W. Sheridan Rd, Coffey Hall #402

Chicago, IL 60660

773.508.3221

[chasselmann@luc.edu](mailto:chasselmann@luc.edu)