

EUROPEAN AND MEDITERRANEAN STUDIES INTERNSHIP PROGRAM QUESTIONS AND ANSWERS

What is an internship?

An internship is a structured and supervised professional work-learn experience within an approved organization, for which a student can earn academic credit. Only students registered for academic credit and working at approved sites are considered interns.

What is the European and Mediterranean Studies internship program?

The European and Mediterranean Studies internship program offers an opportunity for experiential learning which increases the students' understanding of European and Mediterranean Studies and enhances the academic experience by providing a new perspective.

General office and clerical work may comprise no more than 25% of the student's time. Credit cannot be granted for internships that are primarily clerical (filing, data entry, answering the telephone, photo-copying, etc.)

Where do I find an internship?

Finding an internship involves conducting a job search, so update your resume prior to contacting employers (see Resume Writing Guide on the NYU Career Development website at: http://www.nyu.edu/careerdevelopment/students/guide_book_2005/resume_guide.php).

Next, browse the NYU Career Development database to find employees seeking interns. You may also refer to the attached list of potential employers. *Please note that students are encouraged to take an active role in identifying potential employers and seeking out internship opportunities. The CEMS will assist in this process based on our past experiences and networks of information and contacts throughout the region, but ultimately, finding an internship is the responsibility of the student.*

Begin building your professional network. Talk with faculty and friends to discover additional internship opportunities, or attend association meetings to meet professionals in the field that you wish to intern. Follow up on any lead within 24 hours, and always send a "thank you" letter to anyone who helped with your job search.

Most employers ask students to submit a resume for review, then contact students and conduct interviews. However, every company operates differently, so if you do not hear from the employer within 3-4 days after sending your resume, call to inquire about the interview process.

Be realistic about your time. Interns work on a temporary basis during the school year, so you must often juggle a schedule of classes, homework, internship employment, and other employment or activities. *Students are expected to intern 12-15 hours a week*

during the academic year and 18-20 hours a week during the summer. Evaluate your own commitments before accepting an internship.

What should I do after I am offered an internship?

Fill out and submit the *Internship Agreement* form (signed by the internship supervisor) to the Center for European and Mediterranean Studies. Your internship will need to be approved by Larry Wolff before you accept the offer.

How much time will I spend each week at the internship? How many credits will I receive?

You are expected to intern 12-15 hours a week during the academic year and 18-20 hours a week during the summer. Remember to record your hours on the attached time sheet. Register for V42.0981(undergraduate) or G42.3902 (graduate); you will earn 4 credits.

Is there a chance that I can be paid for my work?

No. Students may not accept internships at organizations offering monetary compensation.

What are my responsibilities as a student intern?

An internship is a job, and the employer relies on you as much as any other employee. You have promised to perform specific tasks and work particular hours. Therefore, you are expected to complete the commitment you made with the employer. Should any circumstances arise which prevent you from meeting your obligation, you must discuss them with your site and faculty supervisors.

At the work site, become familiar with the company policies regarding performance, behavior, breaks, etc. Comply with the employer's rules and regulations by reporting for work on time, completing assignments competently, and maintaining a professional attitude and appearance.

Student performance will be evaluated by the site supervisor. This evaluation is considered when assigning the final grade. A satisfactory performance review is required before academic credit will be assigned.

You should give an *Evaluation of Student Performance* form to your employer at the beginning of your internship. It is your responsibility to ensure the return of this evaluation to CEMS. The deadline for receipt of this evaluation is one week after your last day of work.

What can I expect from my internship employer?

Every company and every internship is unique. However, the primary objective of any internship is to create a learning environment for the student. Employers should provide situations promoting professional growth and hands-on meaningful work to enhance understanding of the industry.

Customize the job objectives and supervision to best accommodate your needs as well as the needs of the organization. Not all employers are accustomed to employing interns, so become an active participant when defining the job objectives.

What do I do when the internship is over?

Submit the *Evaluation of Student Performance* form and your time sheet signed by the internship supervisor to the NYU Center for European and Mediterranean Studies.

Write the 20-25 page, double-spaced, typed ETHNOGRAPHY of your organization (see attached details).

These materials are due one week after the last day of your internship.

**CENTER FOR EUROPEAN AND MEDITERRANEAN STUDIES
NEW YORK UNIVERSITY**

INTERNSHIP AGREEMENT

A. Information to be completed by Student Intern:

Student Name: _____

Student ID#: N _____

Local Address: _____

Telephone: _____

Email: _____

Faculty Internship
Advisor: L. Wolff _____

Number of Credits: 4 credits _____

Year and Semester: _____

Please circle one: Undergraduate Student Graduate Student

**B. Internship Employment Information-to be completed by Student Intern and
Internship Supervisor**

Internship Supervisor: _____

Title of Internship
Supervisor: _____

Company Name: _____

Telephone: _____

Address: _____

Internship schedule:

Start Date: _____

End Date: _____

Hours per week: _____

Number of weeks: _____

Total number
of hours: _____

Title of internship
Position: _____

C. Internship job description

Please describe the specific internship responsibilities, tasks and learning opportunities for the Student Intern:

D. Agreements and Signatures

To be signed by the Internship Supervisor: I have discussed this internship with the Student Intern and we have agreed upon the assigned work components appearing above. I agree to: provide any necessary training and consultation, meet with the Student Intern regularly, and conduct an evaluation of the Student Intern at the end of the internship.

X _____

Approval from Faculty Advisor:

X _____

EUROPEAN AND MEDITERRANEAN STUDES INTERNSHIP WRITTEN ASSIGNMENT

ETHNOGRAPHY

An ethnography is a detailed description of a setting and an interpretation of its culture, habits, ways of thinking and behavior, beliefs, etc. It is also a method of research which uses fieldwork, or direct interaction with members of a group in their natural setting (in this case, the workplace). The goal of doing an ethnography is to understand a setting from the insiders' point of view. As an ethnographer, you have access to various kinds of data on which to base your findings.

Consider yourself a field researcher studying the culture of the organization in which you are working. As a participant observer, you will ask questions and interpret the meaning of actions and events in relation to four themes. Your goal is to expand your understanding of the agency's dynamics and its relationship to specific aspects of European culture, society and politics.

THEMES

1. Stories, Myths, Missions and Goals:

Describe some myths, stories, ceremonies and rituals of your agency. What is their function? Stories and myths include mission statements, stories on the origins of an organization, statements of goals and accomplishments, or critical events in an organization's history. Think about stated goals vs. tasks that accomplish these goals. Also observe and analyze weekly meetings, presentations, board meetings or informal events like coffee breaks and lunch time. Ask others to describe events that you cannot observe.

2. Social Status and Power Relations:

What are the power relations at your agency? Who are the stakeholders? What type of leadership exists? What are the formal organizational hierarchies? How do these differ from informal? How does the formal and informal organization relate to the mission and goals analyzed above?

3. Culture of the Workplace:

What is the organizational culture at your workplace? What are the values and beliefs represented?

4. Your Status and Role within the Group:

Where do you fit in this group? How do your values and beliefs fit with those of your organization? How are they similar or different to the organizational culture?

Planning your Ethnographic Research

Ethnographic evidence can be gleaned from many different sources such as:

Documents and written materials

Annual reports, mission statements, memos, grants and grant reports, organizational charts, internal reports, handbooks, training manuals, informational brochures, publicity, ads and articles are all documents produced by organizations for internal or external distribution. Documents for external distribution (annual reports, informational brochures, publicity, mission statements) give insight into the public image an organization wishes to convey and express goals, values, ideals, and beliefs. For example, the mission statement of your agency is a key cultural artifact to analyze, as are letters from executives or board members.

Observations:

In order to make general statements about the organization, you should distribute your observations across a range of activities—both formal and informal, such as meetings, coffee breaks, lunch, presentations, etc. Consider both verbal and no-verbal communication, details of the environment, who is included (or excluded) in particular activities, etc.

Interviews:

You can ask individuals in the organizations direct questions about their views, definitions, etc. You might find one or two people who are good “informants”, people who themselves are good observers and like to talk about their observations. As the ethnographer, you can choose several different people to interview. Is there a range of opinion? What are the patterns in how opinions vary?

THE PAPER

Complete a 20-25 page, double-spaced, typed paper that systematically addresses each theme. Support your assertions with concrete details and examples. The ethnography is due one week after the last day of your internship.

**European and Mediterranean Studies
Student Internships**

POTENTIAL EMPLOYERS

Action without Borders

<http://www.idealists.org/>

Carnegie Council for Ethics in International Affairs

<http://www.cceia.org/about/jobs/positions.html>

Council on Foreign Relations

http://www.cfr.org/about/career_opportunities/internships.html

New York City Commission for the United Nations, Consular Corps and Protocol

<http://www.nyc.gov/html/uncccp/html/home/home.shtml>

US Dept of State

<http://careers.state.gov/student/programs/index.html>

UNICEF

http://www.unicef.org/about/employ/index_internship.html

United Nations Association of the United States of America

<http://www.unausa.org/site/pp.asp?c=fvKRI8MPJpF&b=640679>

United Nations Economic Commission for Europe

http://www.unece.org/oes/internships/internship_prog.htm