

# International & Area Studies

## 197: Supervised Field Study (DS, LAS, MES, PACS, PE, AS)

CCN \_\_\_\_\_

Supervised Field Study credit is for **unpaid** work relevant to your major. Regular individual meetings with a faculty sponsor and a written report on the internship are required (see below). Must be taken on a Pass/No Pass basis. Field study, independent research, and similar non-lecture courses do not fulfill upper-division course requirements in the major. Prerequisites: completion of 60 or more units and a minimum GPA of 2.0. Consent of faculty sponsor (sponsorship is on a voluntary basis).

Note: No more than a total of 4 units of 197, 198, and 199 courses may be taken in one semester. No more than 16 units of 99, 197, 198, 199 courses may be used to meet the requirement of a bachelor's degree.

### Student Information

Name: \_\_\_\_\_ Semester/year: \_\_\_\_\_ Units completed: \_\_\_\_\_

SID#: \_\_\_\_\_ Major: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course (circle one): **DS 197**    **MES 197**    **LAS 197**    **PACS 197**    **PE 197**    **AS 197**

**No. of Units (1-4)** \_\_\_\_\_ Unit credit is based on the number of hours worked per week: 3 hours = 1 unit; for summer enrollment 5 hours = 1 unit. If necessary, the IASTP Office will verify hours with the organization.

**Statement:** Attach a 1-2 page summary of your objectives/purpose of the internship experience. Include why the internship is relevant to your major.

**Offer Letter:** IAS requires an "offer letter" that includes 1. The name of the organization 2. The start and finish dates 3. Confirmation that the position is unpaid. 4. A basic description of the task to be performed. This could come in the form of an email, but must contain the information above.

**Written Reports:** The student must submit a midterm progress report to their faculty sponsor by the end of the 8th week of classes and a final report no later than the last day of classes (*not* the last day of final exams):

1 unit = midterm progress report: 1-2 pages, final paper 6-8 pages

2 units = midterm progress report: 2-3 pages, final paper 8-10 pages

3 units = midterm progress report: 3-4 pages, final paper 10-12 pages

4 units = midterm progress report: 4-5 pages, final paper 12-15 pages

### Organization Information

Name \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Email \_\_\_\_\_

Hours to be worked per week: \_\_\_\_\_

### Faculty Sponsor

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

Department: \_\_\_\_\_ Email: \_\_\_\_\_

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

Frequency of consultations with faculty sponsor:  Weekly     Bi-weekly     Monthly

Format of assignment (report, field journal, term paper): \_\_\_\_\_