



# Missouri State<sup>™</sup>

U N I V E R S I T Y

## DSS 720 INTERNSHIP/PROFESSIONAL EXPERIENCE COURSE INSTRUCTIONS

Your academic advisor will facilitate communication between you and Internship Supervising Professor Dr. Susan Koch (pronounced “cook”). The *Internship and Application Form* outlines the requirements of the internship course. Additional course considerations are noted below.

After you and your supervisor agree on **goals and objectives** for the course, both of you must sign the form and return it to your academic advisor. It will then be forwarded to Professor Koch for review and approval. Your academic advisor will advise you upon approval of the internship application. If a revision to your application is needed, you will be contacted directly by Dr. Koch.

Additional instructions and a specific deadline date for submitting your 10-page paper and supervisor’s *Professional Development Assessment* will be sent to you by your academic advisor.

The following points from Dr. Koch are to ensure that you understand the criteria used in assigning the pass/no-pass grade. The points listed below for your application and 10-page paper are requirements, not suggestions. Your application will be approved and your paper will be graded according to how well you address the following:

### **Application**

1. What do you hope to learn or to understand better from the internship?
2. What skills do you want to hone or acquire?

### **Paper (10 pages)**

1. How did your services as an intern and the work of the office in which you served connect to a broader understanding of WMD (if that is your major) or defense and strategic studies?
2. What are the major performance objectives you had during the semester?
3. What major projects did you work on and what did you accomplish?
4. Why was the approach you took to your task(s) successful or, if applicable, how might the approach be modified in the future to make it even more successful?

Many students have found it useful to divide their papers into subsections (one for each required element), to ensure that each is appropriately addressed. The highest possible supervisor’s evaluation will not compensate for failure to fulfill the outlined requirements for your paper.

We hope that you will enjoy the internship experience!