

C.V. Starr-Middlebury Schools Abroad

"International Internships"

*Supported by the Clarence and Anne Dillon Dunwalke Trust and the
Ronald H. Brown-Time Warner Endowment Fund*

(Internship Paper Procedures)

I. Procedures for Turning in Internship Papers: Daily Journal; Report (1,000-2,000 words typed, in the target language); Student and Supervisor Evaluation Forms; 1-2 paragraph summary description of the internship for posting on the Middlebury College Schools Abroad webpage.

To guarantee that you receive a credit for your internship, you should adhere to the following guidelines. Please note that failure to follow these procedures may result as “no credit” for the internship.

- 1. The deadline to hand in Internship Papers (described above) is the last day of class of each semester.**
2. You should hand in one copy of each material to the Director of the School Abroad. You can do so via surface mail or email-attachment. **N.B. Do NOT assume your paper has been received by the Director until you receive a confirmation.**
3. Remember: It is your responsibility to make sure your Internship Papers are delivered to the **Director**. Be sure to keep a back-up copy in case problems develop after you leave.
4. Given the shortness of the semesters, you should begin to work on the papers early in the semester. Should you be unable to turn your papers in on time, you will need to petition the Director of the program at least 3 weeks before your departure for an INC. If approved for an INC, a specific deadline will be set for the delivery of the papers to the Director of the School Abroad. Failure to meet this deadline will result in an automatic “no credit.” If you leave the program without handing in all the internship material and/or without having been directly told by the Director/Assistant Director that an INC form has been filed, a “No credit” will be automatically assigned for your internship.
5. INC grades are **not** granted automatically and are governed by specific regulations, which are listed in the General Handbook for Study Abroad. An INC grade is only granted in exceptional cases.