

**DEPARTMENT OF GLOBAL STUDIES
AND HUMAN GEOGRAPHY**

Internship Handbook



**MIDDLE
TENNESSEE**
STATE UNIVERSITY

blank page

Contents

Section 1:	
Why You Should Do An Internship	1 - 2
Section 2:	
Your GS or GEOG Internship	3 - 6
Section 3:	
International Internships	7 - 8
Section 4:	
Finding a Good Internship Placement	9 - 15

EXPLORE
YOUR WORLD
shape the future

SECTION 1:

WHY YOU SHOULD DO AN INTERNSHIP

Whether you are a major or minor in Global Studies or Human Geography, you should strongly consider an internship. Internships provide hands-on experience that can confirm or reject tentative career choices, help to develop useful career building skills, show potential employers evidence of the ability to apply skills in a related work environment, and make students more attractive candidates for employment or graduate school.

Get Work Experience Before You Graduate

Internships are the best way to learn valuable skills related to your major and the workplace. Regardless of whether or not your internship is directly related to your future career, it will give you the opportunity to develop workplace skills prospective employers will find invaluable.

Learn About an Occupation or Industry Before Committing to It

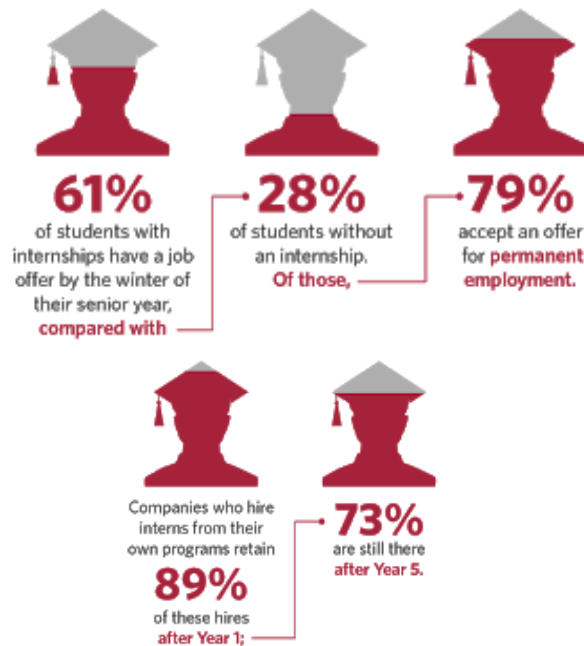
An internship can give you an inside look at occupations, and help you discover if the career you are considering is right (or wrong) before expending more time and money preparing for it. Also, internships introduce you to fields you might want to work in the future.

Use It to Strengthen Your Resume

An internship is not merely a line on your resume. It is an opportunity to highlight all the accomplishments and skills you learned during the experience. With more and more people participating in internships, employers are coming to expect to see them listed on your resume.

Start Building Your Network

One of the most challenging things for students to do is network. How do you make connections when you don't know anyone in your field or industry yet? An internship allows you to meet people including fellow interns and coworkers. You will be able to stay in touch with everyone when you leave; you never know when those connections will bear fruit.



OF EMPLOYERS WANT COLLEGE GRADUATES TO HAVE **INTERNSHIP EXPERIENCE**

Is One Internship Enough?

Dr. Tom Denham

“To be quite blunt about it: No.... the number of graduating students who had at least three internships doubled from 2003.... Today, the question is not, “Have you done an internship?”, but rather “How many internships have you done?”...

Employers are demanding more of college graduates. They rank internships the second most important quality in a candidate behind communication skills, according to the National Association of Colleges and Employers. The more internships, the more it will help you better prepare for the demands of a global workplace...

Several internships will help you to better crystallize your job interests and abilities. The more internships you have the more prepared you will be to make an informed decision about your future. Otherwise, you may base this important decision on your idealize perception of what the field will be like. It provides you an opportunity to try out a new industry, employer or job...

The key to staying competitive is summarized by my simple formula: E + E + e = E. It represents Education (GPA) plus Experience (Internships) plus your extra-curricular activities equals Employment... Everyone graduates from college with a degree, but not everyone graduates with experience.”

SECTION 2: YOUR GS OR GEOG INTERNSHIP

Internships are mainly about your hands-on experience, but there is an academic component to the internship too. Thus, there is some work-- not terribly onerous-- necessary to earn your MTSU credits.

Assignments are designed to ensure you get the most out of your internship. They will help you be better prepared for job and graduate school interviews.

Working in D2L, you will complete a preparatory module on professional behaviors and expectations, record networking contacts and work samples, and, at the end of the internship, write a reflective paper on your experiences and how it ties in with your academic work and professional plans.

The Department offers internship courses in both Global Studies and Human Geography ([see the course descriptions on the next page](#)).



GS 3300 - Global Studies Internship

1 to 12 credit hours / Prerequisites:
GS 2010, permission of
department, and junior standing.

Practical experience in a
professional setting relating to
Global Studies. Pass/Fail.
Available Fall, Spring, and
Summer.

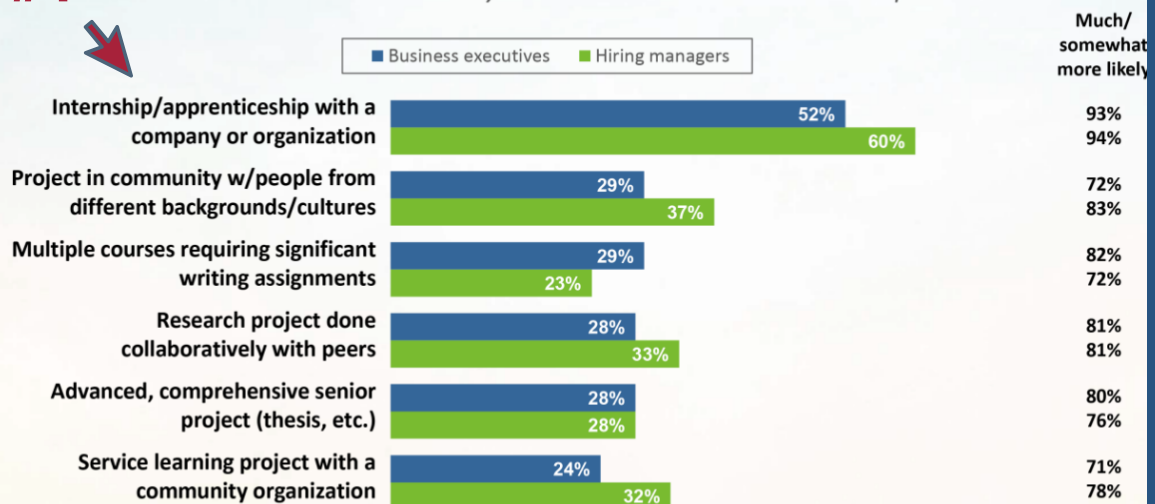
GEOG 4572 - Geography Internship

1 to 12 credit hours / Prerequisites:
Permission of department; junior
standing. Practical experience for
in a professional setting that relates
to foundations and themes of
cultural geography. Pass/Fail.
Available Fall, Spring, and
Summer.

Applied and project-based learning experiences, particularly internships or apprentice experiences, give recent college graduates an edge with both employer audiences.

#1

Would be MUCH More Likely to Hire Recent Grad with this Experience



Four Easy Steps to Register for An Internship

1

Talk to your GS+HG Adviser about where an internship can fit into your program, and the type of internship placement that would be best for your career goals.

**2**

Find a good internship placement that will help you achieve your goals (see Section 4 below for tips and leads for this).

**3**

Complete the one-page application form, which is available on the GS+HG webpage at:
<https://www.mtsu.edu/globalstudies/index.php>

**4**

After confirming the internship placement, the Department will email you the POD and CRN needed to register.

When In Doubt, Just Ask Us

Department of Global Studies and Human Geography

Main Office: Peck Hall 203

Dr. David Carleton

Department Chair

David.Carleton@mtsu.edu

615-898-5461

Ms Natasha DeLeon

Executive Aide

Natasha.DeLeon@mtsu.edu

615-494-7744

For More Information about the Department

Global Studies and Human Geography web page

<https://www.mtsu.edu/globalstudies/index.php>

Global Studies and Human Geography program page

<https://www.mtsu.edu/programs/global-studies/>

Global Studies and Human Geography Facebook page

<https://www.facebook.com/GlobalStudiesandGeography/>

Global Studies and Human Geography Instagram page

<https://www.instagram.com/mtsuglobal/>

SECTION 3: INTERNATIONAL INTERNSHIPS

An international internship is a distinctive experience that enhances your employability. The ability to work effectively with people from different cultures helps throughout your career - from getting your first job after graduation, to leading an organization.

International internships can mean:

- working on site in another country;
- working in the U.S. for an international company or non-profit; or,
- working in person or virtually

Professional experience in a global setting will put you on the inside track, no matter the industry. Get plugged in to international networks and gain the confidence you need to succeed.

Information on International Opportunities

There are a lot of private firms that offer international internship programs, but the best place for you to start is by speaking to MTSU's:

Office of Education Abroad
Peck Hall 207
educationabroad@mtsu.edu
615-898-5179



International Internships

MTSU Supports International Internships

SCHOLARSHIPS AVAILABLE!

**NEED AN
INTERNSHIP?
CAN'T TRAVEL?**

**WE HAVE GLOBAL REMOTE
INTERNSHIP OPTIONS!**

**CONTACT EDUCATIONABROAD@MTSU.EDU
OR VISIT MTSU.EDU/ABROAD FOR MORE!**

SECTION 4: FINDING A GOOD INTERNSHIP PLACEMENT

You want to find an internship placement that fits your needs and career goals. This takes a little bit of effort on your part at the front end, but it is well worth the effort.

Start by putting together a rough list of potential internship sites. To help with this:

- talk to your faculty adviser about the types of placements that would be good for your career goals
- use the list below as a starting point
- use internet searches



Next, start calling these organizations.

Phone calls are much better than sending emails, and much more likely to get responses. Simply:

- introduce yourself
- explain that you are an MTSU student and are looking to gain experience in the field
- and ask if they accept interns

If they say 'no,' just thank them and move on. Once you find a placement site that you want and that wants you, complete the Internship Application Form available at:

- <https://www.mtsu.edu/globalstudies/index.php>



Some Organizations to Start With

The following list is just a starting place for you to look for good internship placement sites. All of these organizations have a) accepted MTSU interns in recent years, or b) are good fits for GS+HG students and have local offices here in Tennessee.

This list is NOT exhaustive. This list is merely to help if you are saying to yourself, "I really want to do an internship but I just don't know where to start."

There are many other relevant local organizations that are not listed here-- government agencies, non-profits, private firms-- that may be your perfect internship placement. Simply search online for specific types of agencies and firms.

The organizations listed are simply arranged alphabetically. With each organization, you can look up their webpage for information of their mission, work, and contact information. (Note: organizations change URLs, and so if a link doesn't work, just search the organization name for the new web address.)



African Leadership (Nashville)

<https://africanleadershipinc.org/>

Alive Hospice (Murfreesboro & Nashville)

<https://www.alivehospice.org/murfreesboro>

Amnesty International

<https://careers.amnesty.org/>

Blood:Water (Nashville)

<https://www.bloodwater.org/>

Casa Azafran International Community Center (Nashville)

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

CASA of Davidson County

<http://casanashville.org/>

CASA of Rutherford County

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

CASA of Williamson County

<https://www.williamsoncountycasa.org/>

Catholic Charities of Tennessee (Nashville)

<https://www.cctenn.org/>

Center for Non-Profit Management (Nashville)

<https://www.cnm.org/>

Conexión América (Nashville)

<https://www.conexionamericas.org/>

Diamond in the Rough

<https://www.ditr.org/>

East Nashville Hope Exchange

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

End Slavery Tennessee (Nashville)

<https://www.endslaverytn.org/>

Foundation for Global Sustainability (Tennessee)

<https://getsustainablenow.org/index.html>

Free For Life International (Nashville)

<https://freeforlifeintl.org/>

Global Outreach Development International (Nashville)

<https://www.godinternational.org/>

Greater Nashville Regional Council

<https://www.gnrc.org/227/Economic-and-Community-Development>

Healing Hands International

<https://www.hhi.org/>

Hispanic Family Foundation

<https://hispanicfamilyfoundation.com/>

Human Rights Commission of Tennessee

<https://www.tn.gov/humanrights>

Internship Nepal

<https://www.internshipnepal.com/>

Islamic Center of Nashville

<https://www.icntn.org/>

Just Hope International (Brentwood)

<https://justhopeinternational.org/>

LandTrust of Tennessee

<https://www.landtrusttn.org/>

Manna Project International

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

Metro Human Relations Commission

<https://www.nashville.gov/Human-Relations-Commission.aspx>

Metro Planning Department

<https://www.nashville.gov/Planning-Department.aspx>

Mid-Cumberland Rural Planning Organization

<http://www.mchra.com/rural-planning-organization>

Murfreesboro Planning Department

<https://www.murfreesborotn.gov/210/Planning-Zoning>

Nashville Food Project

<https://www.thenashvillefoodproject.org/>

Nashville International Center for Empowerment (Nashville)

<https://www.empowernashville.org/>

Nashville Parks Foundation

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

Nashville Peace and Justice Center

<https://www.nashvillepeacejustice.org/>

Radnor Lake State Park (Nashville)

<https://tnstateparks.com/parks/radnor-lake>

Reaching Beyond International (Nashville)

<https://rbi510.org/>

Read to Succeed (Murfreesboro)

<https://www.readtosucceed.org/>

Rise Against Hunger (Nashville)

<https://www.riseagainsthunger.org/>

Roots for Refugees (Murfreesboro)

<https://www.murfreesboromuslimyouth.org/roots-for-refugees>

Sycamore Institute

<https://www.sycamoreinstitutetn.org/>

Tennessee Alliance for Children and Families

<https://tnchildren.org/>

Tennessee Department of Economic and Community Development

<https://tnecd.com/>

Tennessee Department of Environment and Conservation

<https://www.tn.gov/environment.html>

Tennessee Environmental Council

<https://www.tectn.org/>

Tennessee Holocaust Commission

<https://tnholcom.org/>

Tennessee Immigrants and Refugee Rights Coalition or TIRRC

<https://www.tnimmigrant.org/>

Think Tennessee

<https://thinktennessee.org/>

Transit Alliance of Middle Tennessee

<http://thetransitalliance.org/>

UnidosU.S.

<https://www.unidosus.org/>

Urban Green Lab (Nashville)

<https://urbangreenlab.org/>

U.S. State Department

<https://careers.state.gov/interns-fellows/>

Violence & Sexual Assault Center (Murfreesboro)

<https://dvsacenter.org/>

Walk/Bike Nashville

<https://www.walkbikenashville.org/>

Worker's Dignity Project (Nashville)

<https://www.workersdignity.org/>

World Relief

<https://worldrelief.org/intern-details/>

World Vision

<https://www.worldvision.org/about-us/job-opportunities/internships>



Global Studies