

# **PST 5189 Preparing for the Peace Studies Internship**

## **Internship Preparation Colloquium – 0 Credit**

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### **1. Course Description**

The *Peace Studies Internship Preparation Colloquium* provides a structured venue for students to develop an appreciation for the programmatic and career-related benefits of completing the required 400-hour internship in the Master of Arts in Peace Studies program.

Throughout the course, students will identify and research appropriate governmental and non-governmental organizations (and potentially other institution and agencies) for their internships. They will develop tailored letters of introduction and resumes, build competencies needed for successful interviews, and receive feedback from peers and from the instructor.

While most of your internship search is self-directed, class discussions and peer reviews offer collegial support and a collaborative environment. This course ensures that students are fully prepared to engage meaningfully with the internship search and eventual placement.

**Prerequisites:** Completion of 22 credits and the Mid-Program Review.

**Required for:** Enrollment in PST 5190 Internship.

**Credit:** 0

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### **2. Course Outcomes**

By the end of the course, students will be able to:

1. Articulate the programmatic and career-related benefits of the Peace Studies internship which align with the program outcomes of the HJI Master of Arts in Peace Studies.
2. Identify and internships aligned with Peace Studies program's goals and requirements.
3. Develop tailored letters of introduction and resumes for targeted organizations that student decided to contact.
4. Demonstrate interview-readiness and an understanding of the student's key professional competencies.
5. Identify at least two (preferably three) realistic and mission-aligned internship venues which you determine are appropriate for interning and begin the application process by the end of the course.

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### **3. Required Readings**

Some sessions include brief, online readings to support assignments and discussions. They are sequenced according to the sessions that appear in the 4. Session Overview.

- [“Kickstart Your Career: Government Internship Guide”](#) by “Careers in Government”
- [“Consider Interning at a Non-Profit Organization”](#) (Montclair State University)
- [“Letter of Interest, Definition, Tips, and Example”](#) – Indeed.com
- [“How to Write an Internship Resume”](#) – Handshake.com
- [“United Nations Competency-Based Interview Guide”](#)

(Links appear below in the respective sessions)

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## 4. Session Overview

### Session I – The Importance of Internships

- Overview of internship requirements and benefits.
- Class discussion: What do you hope to gain from your internship?
- **Provisional Reading:**
  - [“Kickstart Your Career: Government Internship Guide”](#) by “Careers in Government”
  - [“Consider Interning at a Non-Profit Organization”](#) (Montclair State University)

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### Session II – Identifying Possible Internship Venues

- Students present three possible venues, with justification based on mission fit and personal logistics.
- Reflection on professional goals and life obligations.
- Note: In select cases, a student’s current job may qualify as an internship if it aligns with Peace Studies guidelines and includes a distinct project.

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### Session III – Letters of Introduction & Resumes

- Workshop on tailoring resumes and letters for each venue.
- Peer review of drafts.
- **Provisional Reading:** [“Letter of Interest, Definition, Tips, and Example”](#) – Indeed.com
- Creating a strong LinkedIn Profile [“The Internship/Job Search Process”](#) Penn State Smeal College of Business.

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### Session IV – Interview Preparation

- Strategies for navigating professional interviews.
- Mock interviews and discussion of professional demeanor.
- **Provisional Reading:** [“United Nations Competency-Based Interview Guide”](#)

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## Session V – Selecting Your Internship Site(s)

- Final submission: 2–3 organizations/agencies targeted for application.
- Analysis should include each organization's mission, major activities, recent achievements, and a proposed project or contribution the student could make as an intern.
- Include venues with a range of acceptance likelihood (stretch to safe options).

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## 5. Additional Suggestions for Student Success

- Develop a long resume that you can use as a reference point for your targeted resume in each query that you make.
- Begin compiling a **digital portfolio** of application materials.
- Consider reaching out to **program alumni** for informational interviews. We will suggest alumni in your region who might be helpful.