

## **Internship Handbook Table of Contents**

<b>Part I: Introduction to Learning through Internships.....</b>	<b>2</b>
What is an Internship?	
Internship Options:	
Credit vs. Non-credit	
Required vs. Optional	
Paid vs. Unpaid	
Timing of Internship	
<b>Part II: Terms, Benefits, Eligibility and Establishing Internships for Academic Credit.....</b>	<b>4</b>
Internships for Academic Credit	
Terms of Academic Internships:	
Academic Credits and Contact Hours	
When and Where	
Syllabus and Learning Contract	
Tuition Costs	
<b>Part III: Eligibility and Process for Securing an Academic Internship .....</b>	<b>6</b>
Eligibility for Enrolling in an Academic Internship Course	
Process for Securing an Internship	
<b>Part IV: Responsibilities and Rules for Assignments, Changes and Discharge.....</b>	<b>8</b>
Responsibilities of Student Interns	
Responsibilities of the Internship Organization	
Responsibilities of the Faculty Program Coordinator and Faculty Internship Supervisor	
Status of the Intern When on Work Assignment	
Adjustment to the Internship Assignments	
Absence from Work Assignment	
Discharge from or Desertion of Internship Assignment	
<b>Part IV: Credit Hours, Costs and Fees.....</b>	<b>12</b>
<b>Sample Resume.....</b>	<b>13</b>
<b>Sample Cover Letter.....</b>	<b>14</b>
<b>Ferrum College Internship Learning Contract.....</b>	<b>15</b>
<b>Request for Internship Form.....</b>	<b>16</b>

# Ferrum College Internship Handbook

## Part I: Introduction to Learning Through Internships

Experiential learning in a professional job setting is an important feature of education at Ferrum. It is our desire to enable students to experience a variety of situations in which knowledge and skills might be utilized professionally. Perhaps the most thorough experiential formal learning structure at Ferrum is the internship. This handbook is designed to help you understand, apply for, undertake, and successfully complete an internship. The following guidelines and processes set forth in this booklet are general in nature. Some components apply to all internships affiliated with Ferrum College while internships sponsored by particular academic areas and programs may have **additional requirements and expectations** set forth in their own literature. The student is responsible for complying with both the general college-wide policies related to internships as well as any additional requirements to earn internship credit in a specific academic program course.

### What is an Internship?

An internship is a unique, on-the-job learning experience for students in a carefully supervised professional setting within a business, non-profit, or governmental organization.

### Internship Options

Internships vary in some ways. This Internship Handbook is primarily focused on assisting Ferrum College students to complete the process for a credit bearing internship and in those cases the student must work very closely with his or her academic advisor and program coordinator to meet all of the requirements and be approved for an internship. However, all seekers of internships may find some parts of the handbook useful including the cover letter (see page 15) and sample resume (see page 14). In addition to academic requirements, all student interns will find it helpful to seek clarification from an internship supervisor regarding expectations, and any specific contractual obligations such as length of internship, skills needed, expected tasks to be completed, pay or no pay, etc.

All students need to know there are various internship options which are listed below:

Credit vs. Non-credit – If for some reason the student is unable to do a credit bearing internship he or she can do a non-credit internship if the employer and student mutually agree to pursue that option. For assistance seeking and processing a non- credit internship students should contact Jennifer Oakes at the Career Services Office (365-4259) or [joakes@ferrum.edu](mailto:joakes@ferrum.edu) for an appointment to discuss available internship options with one of the Career Services staff. The Ferrum College Career Services Office and website has information regarding various opportunities in the regional area, additional website information for business, non-profit or governmental internships. The staff can advise you about how to search for possibilities even in your home community or across the nation. If you do engage in a non-academic internship, please go to Career Office and

log in your internship site information with them so that the Career Office can track your information and use it later to advise future interested students.

Required vs. Optional- Some specific academic major programs at many colleges require an internship for the degree program though it may be called a practicum, field experience, or internship. For example, at Ferrum College the following academic programs **require** such an experience: Agriculture, Environmental Planning and Development, Environmental Sciences, Health and Human Performance, Health Sciences, Horticulture, Recreation Leadership, Social Work, and Teacher Education. Many other major programs offer an internship as an option. Students in majors where an internship is optional are strongly encouraged to complete one or more internships (either for academic credit or non-credit) to meet their needs and enhance their resume.

Paid vs. Unpaid – In many fields it is the discretion of the employer whether an internship (credit or non-credit) can be paid or unpaid. Employers who are seeking special skills and looking for potential hires are more likely to provide an hourly wage to attract the best interns. It is not unheard of for a student (with valuable skills and positive attitude) to convince an employer to provide pay for an internship. This would have to be an exceptional situation and should be discussed and planned before making the request. On the other hand some professional fields require that an intern not be paid.

Timing of Internship – College level internships (for credit or non-credit) vary regarding whether they may be done at different times during the year for example: during Fall or Spring semester, both semesters, during the summer or during an E-Term. This is determined by several factors: (1) when the employer or organization needs an intern, (2) when the college faculty can provide academic supervision of an internship, and (3) when the student has time or course availability to take an internship. All of these issues must be approved and everyone in the process must agree in order to make it an effective internship. Some academic majors only supervise for-credit internships during specific semesters due to faculty supervision requirements and coordination with class seminars. Majors which require internships usually have strict pre-requisite course requirements along with a particular class standing and minimum grade point average prior to allowing the student to enroll in the academic internship. It is the student's responsibility to complete appropriate steps for approval as required by the academic area and Ferrum College.

## **Part II: Terms, Benefits, Eligibility, and Establishing Internships for Academic Credit**

An internship for academic credit is designed to integrate classroom study with planned and carefully supervised experiential learning directly related to the student's academic curriculum and career intentions. As such, it is a logical component of the College's commitment of service to the larger community as well as to the student.

For the student the internship offers the following advantages:

- Provides on-the-job experiences in the student's chosen field which may lead to influential letters of reference or possibly even direct offers of employment.
- Allows the student the opportunity to gain a better sense of his or her own career interests and abilities prior to entering the job market upon graduation.
- Offers the student excellent practical knowledge of his or her career field.

For the business or organization sponsoring the intern, the program has the following benefits:

- Provides an opportunity to have important interaction with the College in the content and method of its curricula in the preparation of graduates for effective entry into the world of work.
- Offers an opportunity to participate directly in the educational program of possible future employees.
- Exposes employers to the latest theoretical ideas in their field.
- Acquaints employers with the abilities of students to whom the company may wish to offer full-time employment following graduation.

### **Internships for Academic Credit**

If you are primarily interested in pursuing an internship for academic credit then you MUST pay strict attention to the important criteria, guidelines, procedures and time frames stipulated throughout the rest of this handbook as well as the online approval process and paperwork which must be completed.

An internship with academic credit is indeed a unique learning experience because it is arranged with a set of learning objectives and criteria developed by the academic major program, in conjunction with the individual student and occurs in a particular professional environment.

Because the student intern represents the ideals of Ferrum College and the professional qualities developed in a Ferrum course of study, only well-qualified individuals may be eligible for an internship. The internship is a privilege, not a right, earned by successful academic and co-curricular performance.

## **Terms of Academic Internships**

**Academic Credits and Contact Hours:** The credit for internships varies from one to nine credit hours, and the number of contact hours varies per credit hour as established by the academic programs. Most academic major programs specify the number of academic credits to be earned for the internship. If not specified in the Catalog, the credit and contact hours must be determined in consultation with the Program Coordinator and Faculty Internship supervisor at time of registration for the course and stated on the Internship Learning Contract.

**When:** In most academic disciplines internships are arranged well in advance for any semester (including summers) and some academic programs restrict when an internship may be undertaken. In certain academic fields students and faculty supervisors may prefer the internship be undertaken during the summer between the junior and senior years. This way the internship might be combined with summer employment, and problems of class conflicts are avoided. Some students choose internships during a regular semester, however, and plan to take a reduced number of other courses on campus. During a regular academic term it may be impossible to take any course other than one offered in the evening if the internship demands normal daytime working hours. All of these details are specified within the specific academic major program. Students must discuss internship possibilities far in advance with the Program Coordinator.

**Where:** Academic programs vary as to what sites might meet important criteria to be approved as an acceptable internship placement. Students **must** discuss the acceptable options with the academic major Program Coordinator or faculty internship supervisor prior to approaching a possible internship supervisor. In some majors only the faculty supervisor establishes sites while in other programs a student may make initial contact.

**Syllabus and Learning Contract:** All internships for academic credit require the student and faculty supervisor to develop a learning contract as part of the course syllabus to meet specific learning outcomes in conjunction with the internship experience. The course syllabus along with the learning contract will specify the required number of internship contact hours along with the academic requirements which will often require the intern to keep a journal, write an analytical paper, and give a final presentation according to the specific departmental guidelines

**Tuition Costs-** Internships for academic credit (whether required or optional within an academic major or minor) require tuition payments as part of the earning of credit and faculty supervision. At Ferrum College any student engaging in an academic internship to earn credit must complete the required course eligibility form, enrollment approval and process, including tuition payment, **prior** to any internship agreement. Tuition must be paid for the semester in which the student is engaged in the internship.

## **Part III: Eligibility and Process for Securing an Academic Internship**

### **Eligibility for Enrolling in an Academic Internship Course**

In order to qualify for an internship, a student must fulfill the following requirements, at minimum, and any additional criteria set forth by a specific academic program offering the internship course credit:

1. Successful completion of specified semester hours and any prerequisite courses as determined by the academic program. Most academic majors require very specific prerequisite courses to be completed prior to being considered for an internship.
2. Achievement of a minimum grade point average of 2.0 on all course work attempted at Ferrum and at least a 2.0 on all course work in the major. Some academic majors require a higher GPA.
3. Prior to enrolling in the particular academic internship course, the following procedures must be followed.
  - a. The student will:
    - i. first review the requirements and prerequisite criteria for an internship within the academic major program;
    - ii. meet with the Academic Advisor to retrieve both cumulative gpa as well as major gpa from Major Audit via the Panther Portal to ensure eligibility;
    - iii. discuss with the academic advisor and/or Program Coordinator internship interests, eligibility, and internship timing options at least one full semester before the internship is desired. Students desiring an internship in the summer before the senior year should make arrangements with the Program Coordinator no later than midway in the previous semester;
    - iv. if the above steps have been successful, complete the **Request for Internship** form (included in this booklet) with the advisor and it will then go to the Program Coordinator.
  - b. The Program Coordinator will:
    - i. review the student's completed **Request for Internship** form,
    - ii. in consultation with the student's academic advisor, review the student's eligibility for an internship, based on both college and program requirements of minimum GPA, course prerequisites, and any other specific criteria,
    - iii. establish student's eligibility for internship, and if found eligible,
    - iv. determine if student's request for specific semester term can be fulfilled with appropriate faculty internship supervision,
    - v. designate faculty internship supervisor on approval form, and

- vi. deliver the **Request for Internship** to School Dean.
- c. The School Dean will:
  - i. review Request for Internship form for appropriate eligibility criteria,
  - ii. finalize approval of designated faculty internship supervisor,
  - iii. approve or deny **Request for Internship** form
  - iv. If the student is approved, the student and Faculty Internship Supervisor will receive an approval email along with the “Learning Contract” link.
- d. The Faculty Internship Supervisor will:
  - i. complete the Request for Enrollment/Learning Contract through a link available on i-Assistant
  - ii. enter the hours to be worked, site-supervisor name, goals, objectives, job description, and attach an electronic version of the syllabus.
  - iii. provide the student with a signed hard-copy of the completed Learning Contract so that the student can collect a signature from the site-supervisor.
  - iv. click on the Approval and Enrollment Link once the SIGNED contract (including site-supervisor) is received from the student
  - v. email notification of enrollment will go to the student, Faculty Internship Supervisor, Program Coordinator, School Dean, the Registrar’s Office and the Student Accounts Office.

### **Process for Securing an Internship**

1. After the eligibility process above has been completed and upon receiving notification of approval for enrollment in the internship course, the student, academic advisor, and designated Faculty Internship Supervisor will proceed to finalizing the internship placement.
2. After discussing internship options the student must complete any required departmental application forms. For some internship placements, students may be required to write essays and usually be interviewed.
4. The student may be required or advised to make an appointment with Career Services, to prepare a resume and a formal letter of application.
5. The student, with assistance from the appropriate designated faculty member, will begin to arrange for an internship placement with an appropriate organization or business.
7. Once the specific internship placement has been approved by the Program Coordinator, the student and designated Faculty Internship Supervisor will review the internship course syllabus, establish the learning objectives of the internship, and complete the online Internship Learning Contract.
8. The designated Faculty Internship Supervisor, the academic advisor, Program Coordinator, on-site supervisor, and the student should each have a copy of the completed Internship Learning Contract. This contract may vary slightly between academic programs but **at minimum** must include the required information listed in this handbook and course syllabus.

9. The designated Faculty Internship Supervisor must enter specific information including internship location, contact information, number of required contact hours and number of credits to be earned, along with identifying the specific internship course number, for inclusion in the campus internship data base.

10. Once the student has been officially enrolled in the course for specific credit to be earned, the Student Accounts Office will notify the student of specific tuition costs and fees. The student must pay all necessary fees and tuition and make living arrangements. (Students who reserve and/or live in student housing during any portion of the internship period are responsible for fees for room and board for that same period.) Housing is not available during the summer months.

## **Part IV: Responsibilities and Rules for Assignments, Changes and Discharge**

### **Responsibilities of Student Interns**

1. All signatures and internship paperwork must be completed and sent to the specific program coordinator and faculty internship supervisor PRIOR to the beginning of the internship.
2. Maintain contact with the on-site internship supervisor and discuss any difficulties while on the job completing the minimum required contact hours within the semester period.
3. The academic requirements of the student will be stated in the course syllabus and learning contract but often include the student writing a daily journal concerning experiences while serving in the internship, meeting for evaluations with the internship supervisor and the faculty supervisor, writing a major paper according to departmental specification, and completing an oral presentation to the faculty.
4. The Student Intern may be required to submit a self-evaluation (one or more) as directed by the Faculty Internship Supervisor. The self-evaluation may include the following:
  - Items or processes the intern has set out to learn.
  - What the intern actually has learned to date.
  - The intern's interactions and relations with co-workers and supervisors.
  - Required duties, as well as any voluntary duties.
  - The intern's accomplishments to date.
  - How the internship has related to the student's course work and expectations.
  - The quality of the internship-weaknesses, strengths, compensation, future placement, etc.
  - Evaluation of the organization, including the intern's recommendations to improve the organization.
5. The student must complete all contact hours at the internship prior to the end of the school semester for which she or he is enrolled. Following submission of all necessary materials and completion of all activities according to departmental specifications, the student must, at the direction of the program coordinator and/or faculty supervisor, participate in a final conference. The conference will be for the purpose of evaluating the

internship and for assignment by the Faculty Internship Supervisor of a grade for the internship course.

## **Responsibilities of the Internship Organization**

1. Recognize that the internship is an educational program which is integrated with practical experience.
2. Interview and engage interns in a manner similar to that which is used for other potential employees.
3. Submit to the Faculty Internship Supervisor an outline of proposed intern duties. The outline should be submitted in time for full consideration before the internship begins.
4. Enter into an agreement for the internship which clearly describes the responsibilities of all parties and which may or may not involve compensation. Sign the Internship Learning Contract.
5. Place interns under supervisors who view supervision as both training and educational.
6. Provide regular feedback throughout the internship, in the form of both constructive criticism and positive reinforcement.
7. Complete written mid-term and final evaluations of the intern's performance. Discuss the evaluations with the intern, who should initial or sign the evaluation, and then submit the evaluation to the Faculty Internship Supervisor.

## **Responsibilities of the Faculty Program Coordinator and Faculty Internship Supervisor**

Under the direction of the Program Coordinator, the Faculty Internship Supervisor will:

1. Keep a master file with the name of each student enrolled in the program with class standing.
2. Submit the Ferrum College Internship database Information in a timely manner and keep a file for each intern with the following information:
  - a. Student Intern contact information -local, home, and internship location address and telephone numbers, along with family emergency contact information.
  - b. Term during which the internship will be/has been served.
  - c. Name of academic advisor, if different from the coordinator/supervisor.
  - d. Internship on-site contact information where the student is placed.
  - e. Special problems or amplifying information relevant to internship placement and career development of the student. Update this information as significant additions or changes occur.

3. Orient students to demands of the internship and academic work required in the internship curriculum.
4. Locate and screen potential internship locations to insure that they are reputable organizations.
5.
  - a. Insure timely development and review of the Internship Syllabus and Learning Contract.
  - b. Sign the contract after its completion and after the student and employer have signed the contract; and provide copies for the intern and employer. Keep on file.
6. Approve all forms and instruments employed in the management and assessment of the internship.
7. Provide the intern with specific content guidelines for academic writing requirements such as the analytical paper and for any other reports required for the internship.
8. Make at least one on-site visit (preferably two) to each intern during the internship period. In unusual circumstances when no visit can be made, arrange a conference telephone call or video conference including the intern and his or her immediate supervisor.
9. Submit travel vouchers and internship visit expense reports for reimbursement of expenses incurred during on-site visits through the School and the Provost's Office. Internship visit expense report forms are available in the Provost's Office. These forms will easily assist the faculty in keeping accurate records of visits for travel payment. Develop a standard format for the conducting and recording of field visits, and maintain written confidential records of each visit. Coordinate well in advance with the student and the on-site supervisor when a field visit cannot be accomplished or when a scheduled visit is changed or canceled.
9. Conduct the final evaluation of the internship in direct consultation with the student. The faculty internship supervisor has sole responsibility for assigning a final grade for each intern. The final grade for the internship will be determined in light of information provided by the intern, the internship supervisor's on-site observations, and the faculty supervisor's assessment of the student's performance. The faculty supervisor will report that grade to the Registrar by the campus due dates for all grades during fall and spring whereas summer internship grades must be reported as soon as possible and no later than mid-term of the fall semester.

### **Status of the Intern When on Work Assignment**

During the work term, the intern is subject to the rules and regulations of both the employer and the College. The intern is responsible for knowing and complying with the employer's policies concerning working conditions, hours of work, holidays, and all other matters related to the work assignment. The intern will

conform explicitly to the employer's rules and regulations. Failure to do so will be reflected in the evaluation of the intern upon completion of the work experience.

### **Adjustment to the Internship Assignments**

Ferrum College informs employers that interns can be depended upon for cooperative and uninterrupted service. Interns complete a contract which specifies the objectives and conditions of the internship. Therefore, any request by the intern for a change of assignment, change in pay, adjustment of working hours, leave of absence, or other adjustment of the terms, must be coordinated by the student with the College prior to contacting the employer or taking other direct action. The intern must first attempt to confer with the faculty internship supervisor. If a bona fide effort to reach the faculty internship supervisor fails, the student must next attempt to speak with the program coordinator or School Dean, then with the Dean of Academic Programs. In no case should the intern voluntarily leave an assignment or alter the established internship agreement or assignment until directed and permitted to do so by one of the individuals listed above. Failure to follow these procedures could result in disciplinary action, including possible forfeiture of internship credit.

### **Absence from Work Assignment**

Tasks performed by the intern when on assignment are part of a carefully planned and scheduled program. Absence from the assignment necessitates immediate replanning and rescheduling of the expected performance. Therefore, when sickness or other emergency results in absence from the assignment, the intern will notify the employer by telephone or other expeditious means as early as possible. Absences longer than two days are to be reported immediately to the Faculty Internship Supervisor, if available, and otherwise to the office of the Provost. Failure to follow these guidelines will be reflected in the evaluation of the internship, and may result in forfeiture of credit.

### **Discharge from or Desertion of Internship Assignment**

Should any student leave an internship assignment without prior approval of the Program Coordinator, Faculty Internship Supervisor, or School Dean, or should the intern be discharged by the employer due to the intern's conduct, the intern shall be subject to disciplinary action which may include forfeiture of credit hours or the earning of a failing grade.

### **Part V: Credit Hours, Costs, and Fees**

1. Summer, fall or spring internship participation while not enrolled in any other Ferrum courses will incur fees as stated in the Catalog. **A student may not enroll for an internship in a semester other than when the student is actively engaged in the internship and intends to complete it.**
2. Students completing an internship regardless of the term will be charged an internship fee in addition to tuition.

3. Students living in college housing or keeping space reserved for the whole semester of the internship will pay full room fees. If a student lives in college housing only part of the semester, room fees will be prorated. The same applies for board charges.
4. Students living on campus but serving an off-campus internship five days a week will have board charges prorated. Such students should check with the student accounts office for the board schedule.
5. Internships that extend outside the academic year (summer) will not be provided on-campus housing.

# Phillip T. Ferrum

2392 Hume Street • Richmond, VA 23333 • (540) 555-1212 • [ptferrum@ferrum.edu](mailto:ptferrum@ferrum.edu)

## Objective

Seeking an internship position in Environmental Education utilizing my outdoor recreation and environmental education experiences.

## Education

Education  
**Bachelor of Science, Ferrum College, Ferrum, VA, May 2010**  
**Major: Environmental Science      Minor: Outdoor Recreation**  
**GPA: 3.25/4.0**

## Related Coursework

**Outdoor Education, Wilderness Leadership, Field Botany, Fish and Wildlife Biology, Forest Management and Public Speaking.**

## Languages

## **Speaking**

## Computer Skills

Windows 7, IBM PC and Mac Formats, Microsoft Word, Excel, Printshop, Webpage Design, Internet

## Related Work Experience

**Outdoor Adventure Trainer, Ferrum Outdoors, Ferrum College, Ferrum, VA** Fall 2009 - Present

- Facilitate low and high ropes events.
- Lead camping, canoeing and mountain bike excursions.
- Build and maintain high and low ropes course.

Research Game Assistant, VA Dept. of Game & Inland Fisheries, Front Royal, VA      Summer 2008

- Identified and surveyed waterfowl for migration data.
- Conducted radiotelemetry field study on Indian Bats.
- Trapped and studied woodrats and their habitats.

## Work Experience

Resident Assistant, Residence Life Staff, Ferrum College, Ferrum, VA Fall 2008-Present

- Provide for health, safety and welfare of 35 first-year students.
- Facilitate positive resident self-direction, academic achievement and social maturity.
- Coordinate a minimum of 10 academic and social programs per year.

## Honors and Activities

- Math Tutor for 8 students
- Dean's List, Spring 2008, Fall 2009
- Orientation Team Leader, Captain 2008
- CPR Certified
- OSHA Certification
- Elected, Student Government Association

## SAMPLE COVER LETTER

BOX 2215  
Ferrum College  
Ferrum, VA 24088  
August 14, 2010

Mr. Woodson T. Owl  
Director of Human Resources  
Environmental Educators  
Fairfax, VA 12345

Dear Mr. Owl:

The purpose of this letter is to express my interest in the Environmental Education position which was advertised in the December issue of Environmental Opportunities Bulletin. My résumé is also enclosed for your review.

With my Environmental Science major and Outdoor Recreation minor at Ferrum College, I believe I have the range of knowledge you seek in an intern. In addition to my educational background, I have had the opportunity to participate in a research project with the Virginia Department of Game and Inland Fisheries which has greatly enhanced my field research skills. Also, my work experience has afforded me the challenge to work with a variety of computer applications on a regular basis.

While at Ferrum College, I have been involved as a student leader. My experience includes serving as an Outdoor Adventure Trainer which has given me opportunities which closely relate to the job description in your advertisement. In addition, I served as a Resident Advisor in a residence hall housing 35 first-year students and this helped strengthen my teambuilding and interpersonal skills.

The Environmental Educator Internship appears to be an excellent match for my educational training, the skills I possess, and my career goals. I welcome the chance to meet with you to discuss this opportunity. In fact, I will be in Northern Virginia during the week of March 1st through March 7th. Would it be possible to arrange a convenient time to meet regarding this internship opportunity?

Thank you for your consideration and I look forward to meeting you.

Sincerely,

Philip T. Ferrum College

Enclosure

**INTERNSHIP LEARNING CONTRACT FOR FERRUM COLLEGE**

P.O. Box 1000 Ferrum, VA 24088 (540) 365-2121

**Note:** Any student registered for internship credit must complete a Learning Contract in consultation with the on-site internship supervisor and faculty internship supervisor, consistent with course syllabus.

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Campus or Home Address \_\_\_\_\_

Current Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

School Term of Internship (check one):  Fall  Spring  Summer 20\_\_\_\_\_

Internship Course Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Total Hours to be worked: \_\_\_\_\_ for # of Semester Credits \_\_\_\_\_

**THE FEE FOR AN INTERNSHIP DURING THE 2013-2014 ACADEMIC YEAR IS \$150 (in addition to tuition charges)***Student Account arrangements must be made before the course can begin.*

Internship Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Designated on-site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty Internship Supervisor: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**STUDENT'S GOALS AND OBJECTIVES:** attach document

GOALS (Broad statements of proposed learning); OBJECTIVES (Specific purposes to be accomplished)

NOTE: A written job description from the agency must be attached to this contract.

EVALUATION: Student Learning Outcomes to be determined by Faculty Internship Supervisor.

Attach syllabus- might include such items as Daily Journal, Weekly Report Forms, Agency Evaluation (mid-term; final),

Faculty Supervision Visit(s), Analytical Paper, Presentation(s), Final Conference, Other.

FINAL GRADE WILL BE ASSIGNED BY THE FACULTY INTERNSHIP SUPERVISOR.

I certify that I have read and agree to this Internship Contract

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

Employer Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Charges: \$ \_\_\_\_\_ Student Accounts Office Approval: \_\_\_\_\_ (John Wesley Hall 207)

I approve the Internship placement described in this contract.

Faculty Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

I approve the Internship placement described in this contract. Please register the above listed student for their Internship.

School Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

## Request for Internship

Name \_\_\_\_\_ SS# \_\_\_\_\_ ID# \_\_\_\_\_

Campus Address \_\_\_\_\_ Campus Phone# \_\_\_\_\_

Home Address \_\_\_\_\_

Holiday & Summer Address (if different) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other \_\_\_\_\_

Term Requested: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Academic Year \_\_\_\_\_

Number of Internship Credits \_\_\_\_\_ Major to which internship is related \_\_\_\_\_

*Financial arrangements must be made before the course can begin. See the current catalog for fees.*

Characteristics of Internship being sought:

---

---

---

---

---

---

Academic Standing: Satisfactory \_\_\_\_ Unsatisfactory \_\_\_\_ Cumulative GPA \_\_\_\_ Total Credits Earned \_\_\_\_

---

---

---

The above student is approved to arrange and sign an internship Contract for:

Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_ Academic Year \_\_\_\_\_

---

(Advisor Signature)

---

(Date)

---

(Internship Coordinator)

---

(Date)

**NOTE: The Registrar's Office does not need this page for registration, only the completed Contract.**