

# INTERNSHIP FORM

## AUGUSTANA UNIVERSITY REGISTRAR'S OFFICE

### INSTRUCTIONS:

- Please print legibly.
- Complete the course information.
- Obtain Advisor signature before having the instructor sign.

Student Name: \_\_\_\_\_ Augustana ID#: \_\_\_\_\_

Student Classification: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Semester Credit Hours: \_\_\_\_\_

Department/Course Number: \_\_\_\_\_ Internship Location: \_\_\_\_\_

Term: (ex: Fall 2017) \_\_\_\_\_ Augustana email: \_\_\_\_\_@ole.augie.edu

### HOST SITE (AGENCY) INFORMATION

Supervisor's Name: \_\_\_\_\_ Supervisor's Title (Position): \_\_\_\_\_

Company: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

### GRADING SYSTEM

*The following item is to be completed by the Faculty Internship Supervisor:*

S-U  ABCDF

### REQUIRED SIGNATURES

Student Agreement: I recognize that there are dangers and risks to which I may be exposed by participating in this internship. Knowing the risks, and in consideration of being permitted to participate in the internship, I agree to assume all the risks and responsibilities surrounding my participation in the internship. To the maximum extent permitted by law, I release and indemnify Augustana, its employees and Trustees from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the internship, including travel to and from and related thereto. I have medical insurance to meet any medical needs while I participate in the internship. If any term of this waiver and indemnification is deemed unenforceable, the validity of the remaining terms shall not be affected. I hereby acknowledge that I have read and understand this agreement.

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

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Internship Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STUDENT INSTRUCTIONS

In addition to this form, please provide a one or two-page description of the proposed experience. Include a description of the setting for the internship, the project advisor's position, and the relationship of the internship to your career objective or academic major. It should also include the following:

1. **OUTCOMES:** What are the outcomes of this proposed Internship Learning Experience? What knowledge, skills, and competencies do you expect to learn given your career goals or academic major?
2. **ACTIVITIES:** What activities do you plan to use to achieve each of your outcomes? (Be sure to relate each activity to a specific outcome.)
3. **EVALUATION:** Please describe the methods you will use to demonstrate that you achieved the outcomes you have proposed. This will serve as the basis for your grade and may include the following:
  - **BACKGROUND READING:** List book chapters, articles, materials, or other readings assigned as preparation for this internship to provide theoretical background for your experiential learning.
  - **WRITTEN EXERCISES:** List the written exercise which will be a part of the internship. (Be sure to include the writing assignment you will do to record the daily learning process, as well as your summary paper which reflects upon your experience.)
  - **FACULTY CONFERENCES:** A minimum of two conferences with the faculty internship advisor are required.
  - **OTHER ACTIVITIES:** Speak with your internship advisor for additional suggestions or possible assignments. For example, internship supervisors often meet with students to complete a performance evaluation at the end of the internship. Your faculty internship advisors will have valuable recommendation to maximize the learning that is assessed during this experience.

# INTERNSHIPS

A student at Augustana University may take up to 8 credit hours through internship study. In most instances, internships will be conducted in work setting outside the campus, and in all cases, they will relate to the academic major or career objectives of the student involved.

## INTERNSHIP TIMELINE

1. Register for the internship during registration week (course number will be the department and either 395 or 495, ex. BSAD 495; PE 395: etc...)
2. Register for 1 credit hour for each 40 hours that will be spent "on the job".
3. Work with department/advisor on the process of obtaining an internship.
4. Secure an internship.
5. Turn in paperwork with signatures.
6. If paperwork not turned in by 2<sup>nd</sup> week of classes, the course will be dropped.

## INTERNSHIP GUIDELINES

All internship proposals will conform to the following guidelines:

- a. Student standing – Normally, only students with junior, senior, post college or graduate standing will be eligible to take an internship. Students must also be in good academic standing.
- b. Contact hours required – The experience involves a minimum of 40 hours of field experience for each credit hour earned.
- c. Reading assignment – A student should have a specific reading assignment that provides theoretical background for the experience.
- d. Conferences with project director – A minimum of two conferences with the faculty project director are required, pre- and post-conferences. Ideally, there should be an additional conference for every credit hour more than one. The faculty project director must visit the internship site at least once (preferably twice) during the internship. If the internship is too distant to allow an on-site visit, the faculty member may coordinate a Skype, FaceTime, etc. visit.
- e. Writing assignments – The first assignment should record the learning process (journal, log, observation, report, etc.) and the second is a summary paper that helps the intern to reflect on the total internship experience and what was learned.
- f. Grade – The grade is to be based on a written evaluative report from the field supervisor, faculty observations and/or conferences with the intern, and the quality of the written work submitted by the intern. S-U grading is permissible.

While a student may plan to complete an internship over more than one semester, she/he must enroll for the course at the time she/he receives formal approval for it. This enrollment may be considered as one of a student's regular courses or as an overload. If added as an overload, regular tuition charges for overload must be paid. A student may withdraw from the internship study project without penalty, but with no refund of tuition.

An internship should be a new experience based on a definite educational goal. Therefore, a student should not obtain internship credit for what is a regular job, part- or full-time, which was held prior to the internship unless new and different responsibilities are assumed. It is permissible for the intern to receive pay during the internship.

**PLEASE SAVE THIS INSTRUCTION SHEET FOR YOUR REFERENCE!**