



Career Development Office | Goucher College | 1021 Dulaney Valley Road | Baltimore, Maryland 21204
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ACADEMIC INTERNSHIP CHECKLIST

FINDING AN INTERNSHIP

- Plan for your internship search to take 3-6 months. There is a list of resources available on the Career Development website. Go to www.goucher.edu/cdo, click on **For Students**, select **Internships** and click on **Locating an Internship**.
- Go to the CDO for help preparing a resume and cover letter, practicing for interviews and locating resources.
- Identify and apply to internships that match your skills, interests, and goals. Internship may be paid or unpaid, as offered by employer.

REGISTERING FOR CREDIT

- Review the Internship Learning Agreement (ILA) to familiarize yourself with the paperwork you will need to receive credit. This form is located on the Career Development website, www.goucher.edu/cdo, click **For Students**, select **Internships**. The ILA is linked in the first paragraph of the internship page.
- Meet with your Academic Adviser to discuss your eligibility to participate in an academic internship.
- Secure a Faculty Internship Sponsor from your major or minor. **For summer, try to make contact faculty before the end of May.**
- Keep in mind how 3-4 credits will affect your courseload. If you will be in credit overload, you must petition the Associate Academic Dean for permission to take the additional credits. See Student Administrative Services for more information.
- Check with the Bursar's office regarding tuition and fees for each semester**
- Refer to the Academic Catalogue for course numbers and prerequisites and review Internship Policies (bottom/back of this sheet).
- Complete ILA with feedback from your Site Supervisor and Faculty Sponsor. Print the form and obtain signatures from your AAAdviser, Faculty Internship Sponsor, and Site Supervisor. **Handwritten or incomplete forms will not be accepted. Submit your ILA to the CDO in person or via mail, fax to 410-337-6190 or email to career@goucher.edu by:**

Fall I 2011 – September 2, 2011

Fall II 2011 – October 21, 2011

Winter 2012 – December 8, 2011

Spring I 2012 – January 31, 2012

Spring II 2012 – March 26, 2012

Summer I 2012 – June 4, 2012

Summer II 2012 – July 13, 2012

*Must register by the internship start date or these dates, whichever date is sooner

- For **Independent International Academic Internships**, refer to the International Internship handout for additional requirements and contact the Office of International Studies by **October 28, 2011 for January 2012 and March 30, 2012 for Summer 2012**. Keep in mind the length of time needed to obtain a passport, visa, travel and housing arrangements. ILA is due to CDO on regular deadlines.
- ILAs are not automatically approved once submitted.** Please allow **2 business days after the deadline** for the CDO to review and approve your ILA. If there is an issue with your ILA, someone from the CDO will contact you.
- If you are completing an unpaid or low paid/high cost internship in the summer, you can apply for a Summer Internship Award. The deadline to apply is **April 17, 2012**. Details and the application can be found on the CDO website. If you are completing an unpaid internship during the academic year and have financial needs that make it difficult to cover transportation costs, contact the CDO.

DURING YOUR INTERNSHIP

- Contact your Faculty Internship Sponsor to discuss questions and concerns throughout your internship.
- Submit academic assignment to Faculty Internship Sponsor by due date, meet with your Site Supervisor to discuss your "Performance Evaluation," and complete and return the "Student Evaluation of Internship Experience" to the CDO.
- For **withdrawals or incompletes** during fall, spring and summer internships, follow the dates on the Academic Calendar. For withdrawals or incompletes during winter internships, contact the CDO.

INTERNSHIP POLICIES

The following policies govern how students receive credit for internships.

- Three (3) credits** will be earned for **90 hours** of internship experience; **four (4) credits** will be earned for **120 hours**.
- Students may earn a total of eight (8) internship credits toward graduation. Students participating in more than eight internship credits will not be able to apply additional credit towards graduation.
- Internships that fulfill the Off-Campus Experience requirement must be taken for credit and completed off-campus unless approved by the Associate Dean of Academic Affairs.

INTERNSHIP POLICIES

(continued from previous page)

4. Credit can be awarded only when the internship experience coincides with the semester that the student registers for such credit.
5. Students may complete only one (1) internship (up to four credits) per semester, including summer.
6. Students may complete more than one internship at a site, but the responsibilities and academic work involved in the internship must be different for additional credit to be earned.
7. Students must complete an evaluation of their internship experience and return it to the CDO by the deadline.

CREATING INTERNSHIP LEARNING OBJECTIVES

An academic internship is a “carefully monitored work experience in which an individual has intentional goals and reflects actively on what she or he is learning throughout the experience.” Completing your Internship Learning Agreement (ILA) involves identifying learning objectives for your experience. Your learning objectives will fit into three broad areas: *Academic Learning, Professional Learning, and Personal Learning*. It is recommended that you identify two or more learning objectives in each area. Your learning objectives should be specific with clear strategies for accomplishing and evaluating them.

Sample Learning Objective:

“Academically, this internship will allow me to observe and apply sociological theories in action. I plan on focusing on the methods of emotional management of the people working in the Unit. Professionally, I will be directly involved in the legal preparation of cases, further developing my legal skills, interests and knowledge. Personally, I will be able to develop my legal interests and determine whether domestic violence is a field that I could work in.”

STANDARDS FOR AN ACADEMIC INTERNSHIP

To ensure that students select the most meaningful sites, faculty and staff in the Career Development Office (CDO) are involved in approving all internships for credit. Both faculty and staff assist students in evaluating sites by using the following standards to ensure that internships that are granted academic credit are of the highest caliber. All internships for credit must comply with these standards.

Internships that do not meet these criteria will not be approved.

1. Projects and goals are determined prior to the beginning of the internship by the Site Supervisor, Faculty Sponsor and the student.
2. Internship work experiences are substantive and challenging and relate to the student’s internship course. No more than 25% of an intern’s time should be spent doing clerical work.
3. A Site Supervisor provides on-going supervision. The supervision should include regularly scheduled meetings in which the student has opportunities for questions and feedback. The Site Supervisor must be a professional in a field related to the student’s major. A student’s relative may not be involved in supervision.
4. The Site Supervisor provides orientation to the work site and training for specific job duties.
5. The internship must take place in a professional setting. In-home settings are not ordinarily acceptable.
6. The internship experience must meet the criteria of the departmental internship course description.
7. The Faculty Sponsor must be from the department in which the internship credit will be awarded.
8. The Faculty Sponsor and Site Supervisor must be different people.

INTERNSHIP COURSES AND GRADE OPTIONS

Please refer to the Academic Catalog for descriptions of courses and prerequisites.

American Studies - AMS 290	Mathematics - MA 290, P/NP
Anthropology - ANT 290, P/NP	Music - MUS 290, P/NP
Art - ART 290, either	Peace Studies - PCE 290, P/NP
Biological Sciences - BIO 290, P/NP	Philosophy - PHL 290, P/NP
Chemistry - CHE 290, P/NP	Physics - PHY 290, P/NP
Cognitive Studies - COG 290, either	Political Science and International Relations - PSC 234 or 290 letter
Communications and Media Studies - COM 290, P/NP	Prelaw Studies - PLS 290, P/NP
Computer Science - CS 290, P/NP	Premedical Studies - PMS 290, P/NP
Dance - DAN 290, either, DAN 309, letter	Psychology - PSY 246 or 346, P/NP
Economics - EC 240, P/NP	Religion - RLG 290
English - ENG 290, either	Russian - RUS 290, P/NP
French - FR 290, P/NP	Sociology - SOC 290, P/NP SOC 293, P/NP
History - HIS 290, P/NP	Spanish - SP 290, P/NP
Interdisciplinary Studies - IDS 290	Theatre - THE 290, either
Latin American Studies - LAM 290, P/NP	Women's Studies - WS 290, P/NP WS 390, either
Management - MGT 290, P/NP	

INTERNSHIP LEARNING AGREEMENT (ILA)

Incomplete, handwritten, or late forms will not be accepted.

STUDENT INFORMATION

Intern: last, first	Declared Major/Minor:		
Current Class Level: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR	Student ID #:		
Current Address: Street	apt	city	state zip
Current Telephone: () -	Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		
Address during internship: (if different from above)			
Telephone during internship: () -			
Primary Email:			

INTERNSHIP SITE INFORMATION

Organization:	Telephone: () - Ext:		
Site Supervisor: <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. Name:	Job Title:		
Address: street	City	State	Country
Fax: () -	Email:		
Start Date (mm/dd):	End Date (mm/dd):	Hours Per Week:	
Compensation: <input type="checkbox"/> Wage/Stipend <input type="checkbox"/> Unpaid <input type="checkbox"/> Other Reimbursement:			

INDEPENDENT INTERNATIONAL INTERNSHIPS

Does your internship take place outside the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, contact OIS for signature: _____ Date _____
What is your citizenship?
For students who entered during the 2006-2007 academic year or after: Would you like to use your international experience voucher to apply to this experience? <input type="checkbox"/> Yes <input type="checkbox"/> No
Where would you like your voucher check sent (if different from current address)?

REGISTRATION INFORMATION

Faculty Internship Sponsor:	Department:
Course: (refer to Academic Catalogue)	Grade Type: <input type="checkbox"/> Pass/No Pass <input type="checkbox"/> Letter (refer to Academic Catalogue description)
Credit applied to major? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Credits: <input type="checkbox"/> 3 <input type="checkbox"/> 4
Do you have a Study Abroad exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this an International Internship to fulfill your study abroad requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Internships (for credit) Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, when was your internship completed? Semester/Year

DESCRIPTION OF INTERNSHIP

Please type your responses and provide answers with specific details to each of the following questions:

1. List your primary learning objectives in the areas of academic learning, professional learning, and personal learning. Describe what you hope to learn and accomplish from this experience.
2. Provide a complete job description outlining your specific responsibilities, projects, and/or tasks.
3. Describe the type and frequency of the feedback you will receive from your site supervisor. When and how will your job performance be evaluated?
4. How will you demonstrate to your faculty sponsor what you have learned (i.e. paper, journal, project, portfolio, etc.)?

Due Date (MM/DD/Year):

5. Describe your arrangements for contact with your faculty internship sponsor (meetings, email, phone, etc.).

AGREEMENT

Please read and sign below.

Intern:

Checklist - Refer to the following checklist and initial before submitting your ILA:

Check with the Bursar's office regarding tuition and fees for each semester

Form is *typed*

All sections and lines of form are *completed, dates specified where indicated*

Form has all required signatures

**** For summer, try to secure faculty signatures before you leave campus in May**

For withdrawals or incompletes during fall, spring and summer internships, follow the dates on the Academic Calendar. For withdrawals or incompletes during winter internships, see the CDO

Keep in mind how 3-4 credits will affect your courseload. If you will be in credit overload, you must petition the Associate Academic Dean for permission to take the additional credits. See Student Administrative Services for more information.

For International Internships only– *completed waiver from CDO and signature on ILA from OIS*

Intern Initials and Date:

I agree with and accept the academic and work assignments within this agreement. I understand and will adhere to the internship registration procedure. I will complete all work and academic assignments to the best of my ability. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the employer's relevant policies/procedures, including those pertaining to criminal background checks, and appropriate standards of ethical conduct. I will also complete the *Student Evaluation of Internship Experience* and return it to the CDO by due date.

Intern Signature

Date

Site Supervisor: I have discussed this internship with the intern and we have agreed upon the assigned work components appearing above. I agree to provide assistance, training and consultation to the intern in order to progress toward the learning goals and to meet with the intern regularly. I understand that an

employer evaluation will be mailed to me at the end of the semester. I will complete the evaluation form, meet with the intern to discuss the evaluation, and return to the CDO by the requested date.

Site Supervisor Signature

Date

Academic Adviser: I have reviewed the intern's academic plan of study and support the intern in pursuing this internship.

Academic Adviser Signature

Date

Faculty Internship Sponsor: I have reviewed the intern's academic record and determined that intern has fulfilled the necessary prerequisites for the above stated internship course. I have discussed the academic component of this internship with the intern. We have reached the learning objectives as indicated above. I further agree to meet regularly with the intern to discuss the internship experience. I will evaluate the intern based on the intern's: performance at the internship site, ability to reach the learning objectives, and completion of written work, or other project.

Faculty Internship Sponsor Signature

Date

For information on how to setup an electronic signature, contact the CDO at career@goucher.edu

CDO Signature/Date: _____

Office use only								
Date received in CDO	_____	Entered in CDO	_____	Copied & Sent to:	SAS		SS	
					FIS		ST	