Application to Use an Internship to Fulfill the Intensive Learning Requirement

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RCID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time in which the internship work will occur:

Fall (Aug-Dec) Spring (Jan-Apr) May Summer /June-August)

How should the credit be recorded? (check one, specify the discipline if needed)   
Note that the project satisfies the requirement either way. If registered under INQ, it will become part of your INQ GPA. If registered under DEPT 477, it may become part of your major GPA but will appear with those courses on your transcript.

INQ-477 DEPT-477 (specify discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Name and Location of Sponsoring Organization/Internship Site:

Approximate Dates of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Total Work Hours at Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Many wonderful and valuable internships do not satisfy the Intensive Learning requirement. To qualify, the internship must include a clearly focused, well-defined analytical study or research project of benefit to the sponsoring organization that results in the production of a paper, report, or other product.

Analytical Study/Research Project Title:

Focused, Well-Defined, Question(s) the Study and Project Will Address:

Describe the involvement of the internship site and/or internship supervisor in this study or project. Note this section is not asking about the role of your faculty supervisor.

Describe the expected final product (paper, report, or something else) for this study or project, including (a) anticipated length and (b) how the final product will benefit the sponsoring organization and how they will use it.

Describe the academic benefit of the internship and provide 1-2 intended learning outcomes for the internship course.

Signature indicates that faculty member has read and approved the project description, timeline, and plan for final product. Faculty member agrees to respond to student reflections during the period of the internship. **Do not sign** if the internship doesn’t include an analytical study or research project that interfaces with the internship site.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervising Faculty Member Signature Date

Signature indicates the project and plan for final product meets or exceeds department guidelines. **Do not sign** if the internship doesn’t include an analytical study or research project that interfaces with the internship site.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Assistant Vice President for Curriculum and Advising Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Assistant Vice President for Academic Operations Date

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**Must Do**

Attach a document describing:

* A proposal that more-fully details the clearly focused, well-defined analytical study or research project that will be part of this internship.
* How and how often the student will be in contact with the supervising faculty member. Reflections or discussions that will occur during the internship.

Some internships may be used to satisfy the Intensive Learning requirement. Not all will qualify, however, as these internships must:

1. **Include a clearly focused, well-defined analytical study or research project of benefit to the sponsoring organization and result in the production of a paper, report, or other project.** This description must show the academic benefit of the internship.
2. Conclude within the proposed schedule.
3. Provide opportunities for significant interaction with a faculty mentor who must meet with the intern regularly and closely monitor progress on the project.
4. Interaction with the faculty mentor should include student reflection and faculty response that happens during the internship time period. Use of ePortfolios is encouraged. The Assistant Vice President for Curriculum and Advising can provide faculty mentors with sample reflection prompts and an ePortfolio template to facilitate this work.
5. Be the student’s sole academic pursuit during the period of the internship.
6. Be taken as INQ 477 Internship or DEPT 477.
7. Be graded on a traditional A-F scale (not P/F as typical for other internships).
8. Meet all requirements imposed by the academic department of the faculty mentor.
9. Meet or exceed the college’s minimum of 120 hours.
10. Be approved by the Assistant Vice President for Curriculum and Advising after an application submission according to the timeline below.

Note especially requirement (1) above. Many fine internships will have vocational or personal value to a student but lack the academic benefit or connection needed to qualify for IL credit. Students interested in using an internship for IL credit should work with the sponsoring organization and faculty mentor to determine if an appropriate project can be developed as part of the internship.

The A-F grade for an IL internship is assigned by the faculty mentor with input from the sponsoring organization.

To apply for approval to use an internship to satisfy the IL requirement, complete the attached form, get it signed by the faculty mentor and department chair, and submit by:

May 1 for May Term/Summer projects  
August 25 for Fall Term projects  
December 15 for Spring Term projects

Submit completed cover sheet and   
description of the internship to:

Mrs. Susan Rambo, Coordinator of Academic Affairs Operations  
Administration Building, Suite 110