

ASSUMPTION COLLEGE INTERNSHIP FOR CREDIT

Application Form

What is an Internship for Credit and Why Would I Want to Do One?

Assumption College students who wish to do an internship for academic credit work with the office of the Dean of Undergraduate Studies or Director of Continuing and Career Education. These internships are usually done locally. However, a few students have taken advantage of approved internship programs in other locations such as Washington, D.C., New York City, London, England, Milan, Italy. Internships in international business are becoming available in many international settings as part of a number of study abroad programs.

Who may intern for credit?

Students with sophomore, junior or senior status with a minimum cumulative grade point average of 2.8 may do an internship for credit, providing they have not completed a previous internship for credit, and understand they will not be paid for the internship.

What Should I Look for in an Internship Site and Site Supervisor?

1. A clearly communicated understanding of the Department and/or Organization – Someone should be able to explain the functions, goals, and structure of your organization to enable you to make an informed judgment about whether or not this is the site for you.
2. Specific Delegated Responsibilities – The supervisor and intern together should clarify the objectives and priorities of the internship before it begins. The intern should ideally have some area for which he or she is completely responsible, if possible. The supervisor and intern should regularly evaluate together his or her performance.
3. A Close Working Relationship with Supervisor and Staff – The key element in an internship is the relationship between the student and his or her supervisor. A good relationship is fostered with open communication and mutual trust.
4. Ongoing Opportunities for Self-Development – Discuss with the intern what qualities he or she wants to develop. Offer the student your insight into your own development. Try to offer feedback to the intern, and seek his or her reaction to your role.

What is the procedure for approval?

1. The student designs or chooses a project with a business or agency. (Some projects exist from previous years.)
2. The student then finds an appropriate faculty member who knows the student's academic work and who has the background to oversee the project.
3. The student and faculty member decide on a specific and substantive academic component to the internship experience. These may include: a bibliography of readings, a reflective journal, and a paper or papers, a project specific to the internship site. For instance, a Marketing major may craft an internship for credit that places him or her at a small online company selling widgets. As an academic component, the student may read about online marketing in trade publications, and write an analysis of the current state of online marketing.
4. The student and faculty member together decide on the manner of grading: pass/fail or traditional letter grade. The faculty member is responsible for the final evaluation and grading.
5. The student, faculty sponsor, and field supervisor then write a contract detailing responsibilities and number of work hours at the field placement.) This contract is then submitted to the Dean of Undergraduate Studies or Director of Continuing and Career Education.
6. The Dean of Undergraduate Studies or Director of Continuing and Career Education reviews the internship for its appropriateness as an academic placement. A letter of approval goes to the student and the faculty sponsor.
7. The minimum responsibilities of the field supervisor are:
 - a. to outline the tasks for which the student will be responsible;
 - b. to communicate these expectations to the student;
 - c. to give the necessary guidance to carry through the project;
 - d. to forward progress reports and/or the final evaluation of the student's work to the Internship Office or Center for Continuing and Career Education.

Assumption College students are allowed no stipend, although companies may reimburse students for travel and expenses in some cases.

INTERNSHIP FOR CREDIT APPLICATION

Student Information (to be filled out by the student)

Student's Name: _____

Telephone Number: _____

E-mail Address: _____

Program: _____ Major GPA: _____

Overall GPA: _____

1. Why do you want to do an internship for credit? What do you hope to gain from the experience?

2. Describe the specific work site duties you will be performing at the internship. What will you learn from those duties, and how will it link to your studies at Assumption?

3. Why have you chosen this internship site? How is it a good choice for you?

Academic Information (to be filled out by the faculty member)

Faculty Name and Department: _____

Frequency of Meetings with Student: _____

Method of Grading (Letter Grade or Pass/Fail): _____

Please specify the nature of the academic component of this internship. What assignments will be completed, and how they will be assessed? Use reverse if necessary.

Internships for credit might employ the following academic components:

1. daily journal of on-site experience with prompts provided by professor
2. site-specific research project
3. research paper with linkage to site duties
4. bibliography of readings related to site and its activities
5. a portfolio of on-site work
6. a presentation or event planned and executed by the student at the close of the internship

Signature of Student

Date

Signature of Site Supervisor

Date

Signature of Faculty Sponsor

Date

Signature of Department Chair (if applicable)

Date

Signature of Dean of Undergraduate Studies or
Director of Continuing and Career Education

Date