**Internship Guidelines (LRND 6880/6890)**

The internship is an elective experience providing an opportunity for gaining additional competencies or applying theory in realistic settings, particularly education, industry, and business. In the best possible situations, you will be able to perform valuable services and at the same time gain an experience in professional development not possible in the classroom or in a simulation.

**Internship Procedures**

1. Develop a draft of the one page Internship Proposal, attach a resume, and arrange a conference with your Major Advisor. This should take place during the semester prior to the proposed internship.

2. You and your major advisor will discuss and decide upon:
   a. A campus internship supervisor
   b. Appropriate workstation
   c. Internship proposal
   d. Procedures for contacting workstation and gaining confirmation

3. Final copies of the Internship Proposal are then sent to the Director of Graduate Studies for approval. Upon approval, the procedures for confirmation are put into effect.

4. The campus internship supervisor will make at least one supervisory visit to the workstation to observe and confer with your immediate supervisor.

5. As an intern, you will keep a log of significant events and experiences as required by the campus internship supervisor.

6. Evaluation from your immediate supervisor is obtained at the end of the experience and taken into consideration by the campus internship supervisor in determining the final grade.

7. A minimum of 120 clock hours of work is required for the 3 semester hours of credit. This may be part-time of flex-time at the discretion of the company or institution. The course may be repeated once for a maximum of 6 semester hours. Since this is an elective course, there are no provisions for substitution or credit by examination.

**Internship Advisor’s Responsibility**

A. Discuss internship proposal with student.
B. Discuss Cooperative Internship Guidelines with student.
C. Help the student, along with the coop office, decide upon a workstation. A workstation is defined as an area in business, industry, an educational facility or any other setting providing a realistic work experience.
D. Discuss the procedures for obtaining and confirming an internship.
E. Decide upon a campus internship advisor.
Internship Supervisor’s Responsibility

A. Identify to the student his/her responsibilities and what will occur during the internship.
   1. Keep a log of experiences and significant events
   2. 3 semester hours = 120 clock hours
   3. Depending upon employer, internship may be
      a. Part-time
      b. Flex-time
   4. Intern may be paid
   5. S/U grade will be given

B. Visit the student’s workstation
   1. Observe student’s work and confer with the student
   2. Confer with site supervisor
Internship Proposal
LRND 6880/6890

A. Rationale for Internship Experience

B. Desired Location of Experience

C. Description of Experience

D. Expected Outcomes of Experience

___________________________________  ______________________________  
Student Name      Major Advisor

___________________________________  ______________________________  
Address      Phone Number

___________________________________  ______________________________  
Director of Graduate Studies      Date of Application

___________________________________  ______________________________  
Date of Final Analysis      Section #___________  Sem___________
* Please attach a resume

GRADUATE INTERNSHIP APPLICATION FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Address</td>
<td>Address during Internship (if known)</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>Age</td>
<td>Gender</td>
</tr>
<tr>
<td>Degree Concentration</td>
<td>Major Advisor</td>
</tr>
</tbody>
</table>

Employer ____________________________________________

Address ______________________________________________________

City __________________________ State ___________ Zip ___________

Phone __________________________ Contact Person __________________________

Job Title __________________________________________________

Starting date ___________ Last day of employment ______________________

Number of work weeks ___________ Calculated hours of work for the internship ___________

Describe your weekly work schedule, in detail. Example: Monday through Friday, 40-hours per week, 8:00 a.m. till 5:00 p.m.

__________________________________________________________________________________

Hourly rate of pay ___________ Wages over the term of the total internship ___________

Semester Applying For: □ Spring □ Summer □ Fall Year 20___

Required signatures:

Major Advisor Date

Director of
<table>
<thead>
<tr>
<th>Graduate Studies</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of</td>
<td>Date</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td></td>
</tr>
<tr>
<td>Section Number</td>
<td>University Representative</td>
</tr>
</tbody>
</table>