**UGR Internship Proposal Form – Summer 2024**

* *Use this form as you work with your faculty sponsor to DRAFT and REVISE the plans for your off-campus UGR 020 research internship. Faculty pre-approval to apply is required for any UGR experience. The pre-approval form can be found on* [*www.beyondberea.org*](http://www.beyondberea.org) *Internships|Students|Forms).*
* ***When all revisions have been made and your faculty sponsor has given you approval to submit,*** *go to Handshake,
choose applicable UGR 020 template, (there is a set of templates specifically for F-1 students), enter the required
information as prompted and then upload/attach the completed Proposal Form as Word document.*

 **Handshake** **> Career Center > Experiences > Request Experience**

 Don’t forget to add the Proposal Form as a “New Attachment” *after* you fill out the template!

* *The Experience Request with the attached Proposal Form will be routed automatically for electronic approval by reviewers.*
* *Submission of the online experience request and electronic approvals should be finished by* ***April 12, 2024****.*

**1. Student Information**

|  |  |
| --- | --- |
| Name:  | ID#: |
| E-mail: | Phone: |
| Class Level: | Major: |
| Address: | City/ST/Zip: |

**2. Internship Site and Supervisor***Provide complete, accurate information. This will be used for communication with your supervisor.*

|  |  |
| --- | --- |
| Organization Name: | Liaison or Supervisor’s Name: |
| Address: | Title: |
| City/ST/Zip: | Phone: |
| Country: | E-mail: |
| Is this a non-profit organization? (yes or no) |  |

**3. Pay Status and Hours**

|  |  |
| --- | --- |
| Will the organization be paying you? If hourly, amount per hour: If stipend, total amount to be paid: | Is the organization providing other compensation, such as housing, meals, transportation, etc.?  |
| Starting date:  | Ending date: |
| Number of weeks: | Hours per week: | Total hours: |
| Is this a remote internship with the expectation that you will work virtually? |

 **4. Funding**

|  |  |
| --- | --- |
| **Are you requesting funding?** | *(respond Yes or No)* |
| *Funding is available for unpaid, or underpaid, internships. Funding levels/amounts can be seen on the ICD website and are determined by the type of internship and the location. The funding level will be confirmed at final appointment with the Office of Internships.* |

**5. Course Information**

|  |  |
| --- | --- |
| Course: UGR 020 | Course Credit: 0*(fulfills ALE requirement)* |
| Course Title *(30 character limit):*  | Term and Year: Summer 2024 |

**6. Faculty Sponsor**

|  |  |
| --- | --- |
| Name:  | Dept: |
| E-mail: | Phone: |

**7. Describe your position briefly** *(research, duties, projects, etc).*

|  |
| --- |
|  |

**8. Requirement: Reflective Statement**

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| --- |
| At the end of the internship experience, I will write a 2-4 page reflective statement and submit it to my faculty sponsor via email by August 31. |

**9. Requirement: Poster Presentation**

|  |
| --- |
| I will prepare a research poster or PowerPoint and present at the Berea Undergraduate Research Symposium (BURS) and/or the annual Kentucky Academy of Science (KAS) meeting during the fall term, as specified by my faculty sponsor. |

**10. Satisfactory/Unsatisfactory Completion**

|  |
| --- |
| Faculty sponsor will notify the Registrar of satisfactory completion of the UGR 020 course and fulfillment of Active Learning Experience ALE.  |

**11. Requests for Faculty/Staff Approvals** will be automatically routed via email and approved online in the sequence
shown below. You may track the approval process in Handshake. You will receive a message via Handshake from Internship Program staff when the online approval process is complete to let you know if a final meeting is required. This is typically the case for anyone receiving funding, and sometimes for others, depending on circumstances.

 Faculty Sponsor > CIE *(if F-1 visa student)* > Optional Secondary Sponsor > Academic Advisor > Department Chair

**12.** Interns are required to attend the **Internship Launch Party** on Thursday, April 18th, at 7:00 p.m. in Baird Lounge.
A reminder will be sent by email, and you will be held accountable for the information covered in the session.

**13.** Interns are required to **track hours worked** regardless of whether the internship is paid or unpaid. The requirement is not related to pay; it is documentation that you worked the hours proposed for academic credit.
In both instances, the supervisor will submit your total hours as part of your performance evaluation at the end of
your internship.

*Option 1:* Hours may be recorded on the timesheet provided by Berea’s Internship Program, and
submitted to your supervisor on a weekly basis throughout the summer.

*Option 2:* Hours may be tracked through your employer’s time reporting system if you use it to clock in/out.

**14.** A **Supervisor’s Evaluation\*** of your performance is required and is part of your grade. The link to the online evaluation will be emailed to your site supervisor through Handshake a few weeks prior to the end of the internship.
It should be completed **on or before your last day of work**. Make sure your supervisor has the information needed to report your total number of work hours, and prompt them to complete the evaluation before you leave.

***\*****There are a few large organizations that have policies prohibiting completion of intern performance evaluations,
but they usually have an alternative statement that they are authorized to provide which specifies whether or not you successfully completed the experience. Your supervisor can email this, including total work hours, to internships@berea.edu.*

**15.** Interns are required to complete a **Student Evaluation** of their experience. A link to the online evaluation will be emailed from the Office of Internships a few weeks prior to the end of your internship. It should be completed online
**by August 2, 2024.**

**16. Registration** is handled by the Internship Office as final approvals are completed.