**Internship Experience Proposal Form – Summer 2024**

* *Use this form as you work with your faculty sponsor to DRAFT and REVISE the plan for your internship, based on the offer.*
* ***When all revisions have been made and your faculty sponsor has given you approval to submit,*** *go to Handshake,  
  choose the applicable 395/495 template (there is a set of templates specifically for F-1 students), enter the required   
  information as prompted (only completing the fields designated by an asterisk \*), and then upload/attach the completed Proposal Form as Word document.*

[**Handshake**](mailto:https://berea.joinhandshake.com/login?requested_authentication_method=standard) **> 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: | | Supervisor’s Name: |
| Address: | | Supervisor’s Title: |
| City/ST/Zip: | | Supervisor’s Phone: |
| County: | Country: | Supervisor’s E-mail: |
| Is this a non-profit organization? | |  |

**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**

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| --- | --- |
| 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**

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| --- | --- |
| Academic Program and Course Number:  *(example: COM 395)* | # of Course Credits: 1 |
| Course Title:  *(limit of 30 characters; example “Physical Therapy Internship”)* | Term and Year: Summer 2024 |

**6. Faculty Sponsors**

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| --- | --- |
| Faculty Sponsor  *(Sponsor must be from the Academic Department granting the credit  unless otherwise authorized by the Department Chair)* | Optional Secondary Faculty Sponsor  *A Secondary Sponsor is not required for most internships,  although it may be specified as a requirement by your department  or program (EPG, EDS, Shepherd, etc.).* |
| Name: | Name: |
| Dept: | Dept: |
| E-mail: | E-mail: |
| Phone: | Phone: |

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

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**8. What are your learning objectives for this internship?** *(specific, measurable, achievable)*

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**9. How does this internship relate to your career goals?**

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**10. What preparation have you had for this internship?** *(relevant courses, research, or work experience)*

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**11. All interns are required to keep a reflective journal *that makes the connection between daily experiences and learning.*** Your academic department or faculty sponsor may have specific guidelines or prompt questions for the journal. Based on those guidelines specify:

* What form will the journal take? *(Examples: email, blog, video, etc.)*
* How many entries should be written each week? *(Examples: daily, 1xwk, 3xwk, etc.)*
* How should they be submitted? *(Examples: Moodle, via email to faculty sponsor, etc.)*
* When should they be submitted? *(Example: Sunday nights by 9:00 pm)*

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**12. All interns are required to submit a final paper.** Based on parameters specified by your faculty sponsor, specify:

* What is the topic?
* What is the format, spacing, & length (Example: MLA format, double-spaced, 5-10 pages)
* When is it due? (draft is typically due by the end of August)

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**13. All interns are required to make a presentation.**

* When will the presentation be given? (Example: Fall 2020, date to be determined)
* To whom will the presentation be given? (Example: For my faculty sponsor and invited COM majors)

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**14. Additional** *(This field may be blank, if there are no additional assignments.)*

Describe any other assignments to be considered in your grade as agreed upon with your Faculty Sponsor.   
(i.e., portfolio, lesson plans, supplemental reading or research, literature review)

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**15. Specify percentages each assignment will carry in determining your grade.***Fall grades are to be submitted to the Registrar by midterm. That grade may be an Incomplete, if additional time is needed to complete projects and assignments, but it should be changed by November 26th.*

|  |  |  |
| --- | --- | --- |
| Journal: | Paper: | Presentation: |
| Supervisor’s Evaluation:  *(0% to 15% of grade)* | Additional: | Total: 100% |

**16. 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

**17.** 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.

**18.** 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.

**19.** 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 corporations 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.*

**20.** 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.**

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