

2017-2018
ACADEMIC INTERNSHIP PROGRAM

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PLEASE NOTE: There is a difference between internships and independent studies. An independent study is organized through an academic department. Generally, it includes independent reading and periodic meetings with a professor and does not involve a position with an outside organization.

WHAT IS AN INTERNSHIP?

The College of Liberal Arts grants academic credit for certain kinds of work done off campus through the Academic Internship Program. An internship allows a student to see a distinct relationship between theoretical studies and practical applications. To qualify for an academic internship, a student must be able to demonstrate that:

1. The work requires special qualifications, both academic and personal.
2. The work involves decision making or participation in decisions. An internship cannot include just observation, taking a special course, or routine work such as a sales or clerical position.
3. There is clear relevance between the work of the project and past academic studies in a specific department. Completion of at least two courses in the department to which you are relating the internship is required. At least one course must be completed prior to the project; one course may be concurrent with the internship.
4. The organization has a defined purpose and is so structured as to enable a member of the organization to supervise and evaluate your performance.

*Both **paid** and **volunteer** positions are acceptable as academic internships

BENEFITS OF AN ACADEMIC INTERNSHIP

When a student participates in an academic internship, he or she:

- puts theoretical classroom learning into practice through on-the-job experience
- sees how academic skills translate into job related skills
- acquires skills and knowledge useful in academic programs
- learns about the “world of work” and previously unfamiliar environments

- improves interpersonal skills
- learns about a particular field or type of organization
- gains experience that is highly valued by graduate and professional schools and employers
- forms relationships during the internship that can lead to professional references

DEVELOPING AN INTERNSHIP PROJECT

1. Review your internship with the Assistant Director for Internships. Be prepared to discuss the project's objectives and educational relevance.
2. Discuss your proposed project with a faculty member with full professor status and who agrees to serve as your Faculty Evaluator. This professor must be from the academic discipline related to the internship project and must review and sign your Learning Contract. Your Faculty Evaluator will grade your internship paper (pass/fail) at the conclusion of the internship.
3. Have your Learning Contract approved by the On-the-Job Supervisor who will evaluate your job performance. Be sure that both you and your Supervisor thoroughly understand and agree to what your responsibilities will be.
4. Have your **LEARNING CONTRACT** (*with all necessary signatures*) approved by the Assistant Director for Internships **BEFORE** you begin the internship. Learning Contracts are due according to the chart on pages 4-5.
5. After you submit your completed Learning Contract and signed Student Signature Form to the Center for Internships and Career Development, they will be looked over for approval by the Assistant Director for Internships. Once this approval is given, your internship will be registered by the Center for Internships and Career Development.
6. Remember: internship registration and granting of internship credits are not allowed retroactively.

REGISTRATION

Please do not attempt to register an internship for academic credit on your own. The Center for Internships and Career Development handles this for you after you have submitted your completed Learning Contract and signed Student Signature Form, with those documents then receiving approval. If course title **INTC 200** does not appear on your course registration, you will not receive credit.

- **Fall and Spring** internships will be registered and recorded in the semester the project is completed. You may be charged a tuition fee if the addition of INTC 200 results in a registration of more than 21 credits, or less than 12 credits.
- **Summer and Jan Term** internships will be registered and recorded as a Summer or Jan Term course. You will be charged a tuition fee for these internship credits. Fees vary so please check with the Business Office for current tuition rates.
- **Summer** Learning Contracts must be approved by the Assistant Director for Internships generally by the **third week of June**. **Jan Term** Learning Contracts must be approved by the **first working day following January 1**, New Year's Day.
- Internship projects may be either **four or two credits** depending upon the number of hours of work. Four credit projects require 155 hours of work on site, plus other requirements; two credit projects require 70 hours of work on site, plus other requirements. **Zero-credit internships** require 70 hours of work on site, but less overall paperwork than a 2-credit internship. **All hours must be completed by the date final internship requirements are due.**
- During the course of your time as a CLA student at Drew, up to **eight internship credits** may be applied toward your graduation requirements. In order to qualify for internship credit, a second experience with the same organization is not always allowed. Please check with the Assistant Director for Internships for details.
- To **drop** INTC 200 after you have registered, you must follow procedures determined by the Registrar's Office. Failure to do so will result in a failing grade. Please also check with the Center for Internships and Career Development if you are considering dropping your internship.

IMPORTANT DATES AND DEADLINES

FALL 2017

Learning Contract due	September 4, 2017
Midterm time sheet hours, evaluation, paper proposal and midterm journal entry due	October 23, 2017
Internship research paper, time sheet hours, student self-assessment, evaluation, final journal entry and professional skills development project due	December 8, 2017

JAN TERM 2018

Learning Contract due <i>(exceptions will be granted provided The Center for Internships and Career Development has been notified in advance)</i>	December 11, 2017
Midterm time sheet hours, paper proposal and midterm set journal entry due	<i>Date determined by Assistant Director for Internships</i>
Internship research paper, time sheet hours, student self-assessment, evaluation, final journal entry and professional skills development project due	January 19, 2018

All forms can be found online: <http://www.drew.edu/career/internships/forms>

IMPORTANT DATES AND DEADLINES

SPRING 2018

Learning Contract due	January 22, 2018
Midterm time sheet hours, evaluation, paper proposal and midterm journal entry due	March 16, 2018
Internship research paper, time sheet hours, student self-assessment, evaluation, final journal entry and professional skills development project due	May 2, 2018

SUMMER 2018

Learning Contract due *before* internship project begins. Please submit the **contract** to the Assistant Director for Internships before the end of the spring semester, if possible.

Learning Contract due	June 7, 2018
Midterm time sheet hours, evaluation, paper proposal and midterm journal entry due	<i>Date determined by Assistant Director for Internships</i>
Internship research paper, time sheet hours, student self-assessment, evaluation, final journal entry and professional skills development project due	August 21, 2018

NOTE: CREDIT IS NOT ALLOWED RETROACTIVELY

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INTERNSHIP JOURNAL ENTRIES

All students enrolled in INTC 200 must submit two journal entries (3 pages each) - one journal entry at the midterm date, and another journal entry upon conclusion of the internship (*journals are not required for a zero-credit internship*).

1. Be specific. Journal writing is designed to help you better understand your project and to have complete information for your final paper. It is important to monitor and document your experience while it is in progress. 3 pages are expected at the midterm and at the final review.
2. Record your observations as frequently as you feel appropriate so it is easier to recall what happened on what day when you write your journal entries.

As you write your two journal entries, please do include basic information about the organization, your role there, and the tasks associated with that role. However, these are to be reflective journals, so it may be even more important to consider these guidelines:

- Interactions among co-workers, office politics, and general atmosphere. Assess the “culture” of the department/business.
- Skills you have acquired or reinforced.
- Specific relationship between your course work and your internship.
- Compare the experience to expectations you had. Explain what has gone well during the internship, and also share any concerns or difficulties.
- What factors contribute to employee job satisfaction and productivity?

When writing your second journal entry at the conclusion of the internship, be sure to give thought to these guidelines:

- What have you learned about yourself, the academic program you are following, and the “working world” through this experience? Has your internship brought clarity, either positively or negatively, to potential career paths?
- Would you recommend this project to another Drew student?

TIMESHEET

Each time you go to your internship, record the exact time you begin and end work on the timesheet form. (Travel times and lunch breaks are usually not included.)

Timesheets signed by your Job Supervisor are due at the Midterm and Final.

SUPERVISOR'S EVALUATIONS

Ask your on-the-job supervisor to complete both a midterm (except Jan Term students) and a final evaluation form at appropriate times.

Both evaluations must be submitted to the Center for Internships and Career Development.

MIDTERM PAPER PROPOSAL

A midterm paper proposal must be submitted by the student to the Faculty Evaluator **and** the Center for Internships and Career Development. This can take one of several forms agreed upon by the Faculty Evaluator and the student:

1. An outline for the final paper
2. A narrative paper proposal
3. A list of sources you may use for your reference

PROFESSIONAL SKILLS DEVELOPMENT PROJECT

For any student registering for a 2-credit or 4-credit internship, a project or online course (approximately 5 hours) providing additional professional skills development is required along with the other final requirements. This will be discussed with the Assistant Director of Internships.

INTERNSHIP RESEARCH PAPER

It is **essential** that you meet with your Faculty Evaluator to discuss your internship and the topic of the final paper. **Be sure you both thoroughly understand the specific content of the paper.**

The first meeting with your Faculty Evaluator should involve a general discussion of your internship and suggestions for the topic of the final paper. At the appropriate midterm deadline, you are required to submit a mid-semester paper proposal (see page 7). **This proposal is important to avoid any misunderstandings and possible loss of credit at the end of the semester!**

Some professors require a formal research paper, some require relating your internship to specific courses, while others require an in-depth evaluation of what you have learned from the experience. Generally, reading and research beyond the internship experience is expected. However, all final papers **must** contain a reflective component. With the approval of the Faculty Evaluator, your paper may include, but is not limited to, the following:

- A discussion of how theoretical or abstract knowledge learned through course work was involved in your project. How did the job expand your understanding of an academic discipline?
- An objective overview of the structure of the organization and your experience within it. What did you gain? How does the experience affect your future plans?

The required length of the internship research paper is a minimum of 8 pages for two credits/zero-credit and 12 pages for four credits. Papers that do not follow these guidelines will be accepted *ONLY* with written approval from the Faculty Evaluator. Please remember to *number the pages* of your final paper and to observe fundamental rules of punctuation, capitalization, and sentence construction. This is an academic paper and should, therefore, observe academic form.

SUBMIT ONE COPY OF YOUR PAPER TO YOUR FACULTY EVALUATOR AND ANOTHER COPY OF YOUR PAPER TO THE CENTER FOR INTERNSHIPS AND CAREER DEVELOPMENT.

Your Faculty Evaluator will review your paper and then notify the Center for Internships and Career Development of the paper grade (Pass/Unsatisfactory). If you want to have a copy of the paper with remarks from your Faculty Evaluator, or a copy of the paper evaluation form, please notify the Center for Internships and Career Development.

REQUIREMENTS OF AN ACADEMIC INTERNSHIP

1. Completed Learning Contract and signed Student Signature Form must be submitted to the Assistant Director for Internships for approval. After approval is given, the Center for Internships and Career Development will then register your internship with the Registrar's Office.
2. If you are registered for a 2-credit or 4-credit internship, these credits will normally be applied to General Credits. If you would like internship credits to be applied directly to a specific major or minor, these are special cases which require the signature of the Department Head on the Learning Contract.
3. First and second journal entries(not applicable for zero-credit internships) must be submitted to the Center for Internships and Career Development on or before designated due dates.
4. Midterm and final evaluation forms from the Job Supervisor must be rated satisfactory overall. These forms must be submitted to the Center for Internships and Career Development.
5. A minimum of 70 working hours on site (plus other requirements) must be completed for a two-credit internship, and 155 working hours (plus other requirements) for a four-credit internship. Zero-credit internships require 70 working hours on site, but less overall paperwork than a 2-credit internship (Assistant Director for Internships can provide details). Time sheets for these hours must be signed by the job supervisor and submitted to the Center for Internships and Career Development at the midterm and final dates.
6. Submit a completed student self-assessment form to the Center for Internships and Career Development upon conclusion of the internship.
7. A professional skills development project (approximately 5 hours) is to be completed along with the rest of the final requirements.
8. The internship research paper must be submitted to the faculty evaluator (with a copy going to the Center for Internships and Career Development) on time. Final papers must include a reflective component and receive a passing grade from the Faculty Evaluator.

All required forms can be found online: <http://www.drew.edu/career/internships/forms>