

Internship (198)

Guidelines & Requirements

THE FACULTY HAS ESTABLISHED INTERNSHIPS so that students might better acquaint themselves with environmental, pre-vocational, political, social, educational or technical circumstances of our society. The central component of the Internship is an off-campus, participatory experience, under the guidance and supervision of a qualified practitioner in the field. The experience must involve academic content. Time spent in the field may be reduced by the amount of time necessary to complete academic requirements or materials for evaluation; additionally, the Faculty Advisor or Department Chair may require additional academic requirements for the student to complete, where it seems appropriate. Internships are graded Satisfactory/Unsatisfactory.

PRIOR TO BEGINNING AN INTERNSHIP, students must secure written permission from the sponsoring agency and the Internship Faculty Advisor. Students will receive credit only for Internships, which have been approved in advance. Written proposals must be completed and in the Office of Academic Affairs by April 15, for Summer and Fall Sessions and by November 15, for Intersession and Spring Sessions.

Restrictions

- A student may take no more than 2 Internships for credit. Both Internships may be taken in the same department.
- A student must have a G.P.A. of 2.5, or better, to take an Internship for credit.
- A student may not take an Internship for credit while on academic probation.
- Except in unusual and compelling circumstances, the practitioner/sponsor of a student's off-campus participatory experience may not be a member of the student's family.
- Internships during the regular Fall and Spring Sessions are not encouraged.
- An Internship linked to previous employment must involve significantly different experiences or activities.

Internship Application

Please circle appropriate session: Fall Interession Spring Summer 20__

Student: _____ Box # _____

Campus Address & Phone: _____

Home Address _____

Class: _____ Student ID No. _____

Sponsoring Agency: _____

Address: _____ Phone: _____

Include the following:

1. A detailed description of the work/activity that commits you to **10 hours per week** in the Fall, Spring, and Summer Sessions and to **40 hours per week** for Interession. (Attach to this form.)
2. A brief original essay explaining why you want the Internship and how it will advance your education, in both general and specific ways. (Attach to this form.)
3. A completed "Intent-to-Sponsor" form (see attached).
4. Who will be your **supervisor** and how will your work/activity be supervised? Answer below.

5. What will be the means of your evaluation? (A log, test, artistic project? If a paper describe the content.) Answer below.

Describe in detail, after consulting with your sponsor and supervisor, your time budget:

Beginning Date (mm/dd/yy) _____

Ending: Date (mm/dd/yy) _____

Location of field experience: _____

Schedule for time spent in the field: _____

Schedule for time spent completing other requirements: _____

Course Name _____ 198

Student Intern Date Chair of Department Date

Faculty Project Advisor Date Chair of Department (please print)

Faculty Project Advisor (please print) Office of Academic Affairs

Intent-to-Sponsor Internship Form

Thank you for agreeing to sponsor a W&J student's off-campus Internship. This participatory experience is meant to be a genuine attempt to explore some facet of society. The student will receive regular college credit for the Internship, if it is approved. Please supply the information requested below, which will assist the College in determining the merit of the student's proposal for an off-campus Internship.

Student:

Sponsoring Agency:

Address:

Phone:

Location(s) of the field experience:

Student's Intermediate Supervisor:

Please describe an approximate schedule that the student intern will be expected to follow:

(For Sept.-Dec. and Feb.-May Internships, the College required the intern to commit him- or herself to **10 hours per week**, part of which can be spent completing academic requirements or materials for evaluation, such as a final report or portfolio of work. For the January Internship, students must commit themselves to **40 hours per week**.)

Please describe the nature of the Internship and the type of field experience:

Off-Campus Internship Advisor

Date

Off-Campus Internship Advisor

(please print)



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INTERNSHIP-GRADE REPORT FORM

To: Off-Campus Internship Advisor for _____

Please complete this evaluation and return it by: _____
(Date)

to the student's on-campus advisor: _____

As off-campus advisor to: _____
(Student)

from: _____ to: _____ I have evaluated his or her performance
in accordance with the requirements previously established in the Internship proposal.

_____ Passing grade: Satisfactory completion of requirements with average or above
average performance

_____ Unsatisfactory level of performance

Comments:

Signature: _____
Off-campus Advisor (Date)