

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 Adviser 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 Adviser. 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 the Spring Session.

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.
- An Internship linked to previous employment must involve significantly different experiences or activities.

Internship Application

Please circle appropriate session: Fall Spring Summer 20__

Student: _____ Box # _____

Campus Address & Phone: _____

Home Address _____

Class: _____ Student ID No. _____

Sponsoring Agency: _____

Address: _____ Phone: _____

FOR YOUR INTERNSHIP APPLICATION TO BE REVIEWED, ALL OF THE SECTIONS OF THIS APPLICATION LISTED BELOW MUST BE COMPLETED AND SUBMITTED TO THE OFFICE OF ACADEMIC AFFAIRS BY THE DEADLINE INDICATED ON PAGE 1 OF THE APPLICATION FORM.

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 (**a minimum of 150 hours total** in any of these Sessions). (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

_____	Date	_____	Date
Student Intern		Chair of Department	

_____	Date	_____	(please print)
Faculty Project Adviser		Chair of Department	

_____	(please print)	_____
Faculty Project Adviser		Office of Academic Affairs

Are you currently studying on a student visa? _____ Yes _____ No

If yes, you must obtain approval from the Office of International Programs.

_____	Date
Signature	

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 Aug.-Dec. and Jan.-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.)

Start date:

End date:

Approximate weekly schedule:

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

Off-Campus Internship Adviser

Date

Off-Campus Internship Adviser

(please print)



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INTERNSHIP-GRADE REPORT FORM

To: Off-Campus Internship Adviser for _____

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

to the student's on-campus adviser: _____

As off-campus adviser 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 Adviser (Date)