



REGISTER FOR AN INTERNSHIP COURSE

Internships must be arranged and approved in advance. All internship courses are graded S/NC. You must officially register for the internship course (and, during the Summer Session, pay the tuition fee).

Name: _____ Student ID: _____

Class Year: _____ Campus Box: _____ Phone: _____

Term/ Year	Dept.	Course # (5 digit)	Sect # (2 digit)	Course Credit	College of Wooster Mentor/Instructor (please print)
		410 __			

Internship Site Information

Name and Location of Organization: _____

Name and Title of Site Supervisor: _____

Supervisor Phone Number: _____ Email: _____

Internship Start Date: _____ End Date: _____ Number of Hours at Site Each Week: _____

Is this a paid internship? (circle) yes no

Internship Learning Plan

Please use the attached internship guide and supplemental materials found on the APEX Experiential Learning webpage in creating your Learning Objectives and identifying appropriate Academic Work.

Position Description: If available, please submit a copy of the official position description for the internship. If not available, please write a brief description of the internship position below.

Learning Objectives: List three or more specific goals you plan to achieve through this experience.

Academic Work: In consultation with your College of Wooster Mentor/Instructor, briefly describe readings, assignments, projects, and frequency and method of reflection you plan to accomplish in order to earn credit.

Registrar's Office Staff initials and date: _____

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FOR THE STUDENT ...

Your signature confirms your intent to meet the learning objectives and complete the academic work as proposed in your Internship Learning Plan.

Signature: _____ Date: _____

Approval Signatures:

FOR THE MENTOR/INSTRUCTOR ...

The student identified above wishes to register for the internship course as described. *Your signature indicates that you will oversee the student's internship course and work in accordance with the Guide to Credit-Bearing Internship.*

Signature: _____ Date: _____
Mentor/Instructor's signature

FOR THE DEPARTMENT CHAIRPERSON ... (if internship takes place during the fall or spring term)

The student identified above wishes to register for the internship course as described. *Your signature indicates that you recognize that the faculty mentor above is to oversee this internship course.*

Signature: _____ Date: _____
Department Chair's signature

FOR THE STUDENT'S ACADEMIC ADVISER ...

The student identified above wishes to register for the internship course as described. *Your signature indicates your approval of this registration.*

Signature: _____ Date: _____
Faculty Adviser's signature

FOR THE ASSOCIATE DEAN FOR EXPERIENTIAL LEARNING ...

The student identified above wishes to register for the internship course described above. *Your signature indicates your approval of this registration.*

Signature: _____ Date: _____
Associate Dean for Experiential Learning's signature

PLEASE RETURN COMPLETED, SIGNED FORM TO THE OFFICE OF THE REGISTRAR.

Experiential Learning at The College of Wooster Guide to Credit-Bearing Internships

Definition of an Internship

An internship is an on-site immersive work experience in which a student takes on increasing responsibility. It relates to the student's academic and/or career interests and is grounded in exploration and guided reflection. Credit-bearing internships require mentored oversight provided by College of Wooster faculty, instructional staff, or professional staff (for 0.25 credit internships only) as approved by the Associate Dean for Experiential Learning. This document is intended to help clarify expectations for students, mentors, and host site supervisors.

Eligibility Requirements

First Year, Sophomore, Junior and Senior students in all majors who have a minimum GPA of 2.0 and are in good standing under The College of Wooster's Codes of Academic Integrity and Social Responsibility are eligible for internships.

Internship Site Criteria

- The student will be working at the internship site for a minimum of 140 hours for 1.0 credit; 75 hours for 0.50 credit; 45 hours for 0.25 credit.
- The student will be given meaningful tasks, with opportunities to perform in a variety of capacities and with a variety of employees. While some tasks may be mundane, the majority should demand professional responsibility, integrating accomplishment with educational growth.
- The site supervisor should be able to monitor the student's progress on a regular basis and provide regular feedback that will encourage growth.

Academic Credit

The student receives credit for attaining educational goals in an out-of-classroom environment. Credit is awarded on a S/NC basis. The mentor will evaluate the student's work based on completion of academic assignments, conferences and/or correspondence with the student, and input from the site supervisor. No more than six internships, and a maximum of four Wooster course credits, will count toward graduation. *Credit Cost: Students receive a charge on their student account for any summer credits for which they register. Please check with the Business Office for current summer credit rates. The 2016 summer rate was \$2,464 for 1 full credit, \$1,232 for 0.5 credit, and \$616 for 0.25 credit.*

Student Role

- Secure position with an organization or on-campus office that allows for minimum required hours of on-site experience and provides mentoring by an on-site supervisor. The Experiential Learning office in APEX can help facilitate the search.
- Secure agreement from a faculty member (for discipline-specific internships) or a professional staff member to provide mentoring and oversight. (Mentor participation is entirely at their discretion and may require departmental approval.)
- Work with the College of Wooster mentor to complete Internship Learning Plan.
- Complete all internship-related paperwork as required by host site and the College of Wooster and Register for an Internship Form.

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- Complete all on-site obligations and Internship Learning Plan expectations.

College of Wooster Mentor Role

- Help student develop Internship Learning Plan.
- Engage student in conferences during the internship. These can be conducted in person or remotely. A minimum of nine (9) contacts for 1 credit; five (5) contacts for .50 credit; three (3) contacts for 0.25 credit is suggested.
- Be in contact with the host site supervisor, at the very least at the beginning and conclusion of the internship. The supervisor should have clear information about how to easily reach the College of Wooster mentor in the case of performance issues with the student.
- Complete all evaluations of student work and submit grade.
- Participation is entirely at the mentor's discretion and may require departmental approval.
- Course load credit during the academic year and compensation over the summer follow College of Wooster guidelines.

Guidelines for Academic Credit

Academic Expectations	0.25 Credit Internship	0.5 Credit Internship	1.0 Credit Internship
Internship Learning Plan (includes determining goals, plans, readings, and assignments)	required	required	required
Demonstration of Investigation of Field (e.g., bibliography of readings, book & article reviews, informational interviews, conference attendance, etc.)	5 hours minimum	10 hours minimum	20 hours minimum
Guided Reflection & Reporting - includes feedback cycle between faculty mentor and student (e.g., journals, reflections, activity logs, etc.)	occasional	regular	frequent
Final Paper (or equivalent)	3-5 pp	4-6 pp	8-10 pp

Host Site Role

- Consult with student in developing learning plan and learning goals.
- Orient student to organization and provide on-the-job training.
- Provide student with appropriate work space and equipment.
- Offer frequent feedback about student performance.
- Give student a written evaluation of his/her performance, at the very minimum, at the conclusion of the internship. Mid-point evaluations are encouraged.
- Consult with College of Wooster mentor regarding student's progress. Immediately alert College of Wooster mentor to any significant performance issues such as absenteeism or other unprofessional behavior.

APEX Experiential Learning Role

- Provide resources for students to assist with finding an internship.
- Assist students and faculty with overall internship development process.

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- Provide Internship Learning Plan documents. The Internship Learning Plan is submitted to the Associate Dean of Experiential Learning for approval.
- Provide host site supervisor evaluation form.