

PRELIMINARY AGREEMENT

Students seeking the 1-hour Academic Credit Option for completing an internship must agree to the following requirements before the academic unit sponsoring the internship or Office of Experiential Education will send a letter to employers advising them that the student is eligible to receive academic credit.

In a conversation with _____ on _____ I reviewed the requirements to be eligible to receive one hour of Experiential Education academic credit for my internship. I understand that I must submit the following to my faculty advisor:

- **Learning Contract** – Due with all application materials (4 learning objectives, major internship duties/responsibilities, letter from employer, and unofficial student transcript) by the deadline stated in “Internship for Experiential Education Credit Guidelines.”
- **Weekly Time Sheet** – You must keep an accurate record of all hours you work at your internship site. At the end of each week you must have it signed by your supervisor and submit it to your faculty advisor as directed.
- **Outline of Research Paper** – You must have your **topic approved** by the faculty advisor (or the Director of Experiential Education, if the student’s major department declines to sponsor the experiential education internship by the deadlines stated on the “Internship for Experiential Education Credit Guidelines.”) The one-page prospectus for the research paper should include an annotated list of at least eight sources the student expects to use. **For summer and fall internships, this outline must be approved by two weeks before the end of the spring semester; for spring internships, the approval deadline is two weeks before the end of the fall semester.**
- **Mid-Term Progress Report** – As required by the faculty advisor.
- **Employer Evaluation** – Student arranges to have the site supervisor send an evaluation to faculty advisor.
- **Research Paper** – A paper of approximately 3,000 words in length on the topic outlined in the prospectus. It must include notations and a bibliography in the manner prescribed by the faculty advisor. PLEASE NOTE: A research paper **is not** a personal narrative or essay about your internship experience. The paper is due by the third week of the semester or summer session following your internship.
- **Reflection Paper** – Based on your 4 learning objectives and your entire internship experience, write a 2-3-page reflection paper on your internship experience. The paper is due by the third week of the semester or summer session following your internship.
- **Internship Site Review** – Write a one-page follow up of your internship site.

I understand that if I choose to participate in this internship I am making a commitment to fulfill the above requirements. I understand that I will need to fulfill these requirements to receive a passing grade in the course.

Signature of Student Intern: _____

Date: _____