

# ACADEMIC INTERNSHIP PROGRAM COURSE REQUIREMENTS

## ASSIGNMENTS

1. **Learning Objectives** - Intern will establish, in conjunction with company supervisor, 3-4 Learning Objectives as a means of focusing his/her internship experience. The Learning Objectives form will be completed, initialed (by intern and company supervisor) and submitted via Blackboard within the first two weeks of the internship.
2. **Daily Activity Log** - Intern will record dates worked, number of hours completed, the nature of projects, tasks, and responsibilities, and how it meets the Learning Objectives. The Log will be initialed by supervisor on a regular basis (i.e., once a week).
3. **Final Paper** - Intern is required to complete a 10-12 page final paper documenting:
  - o Nature of the internship experience and how learning objectives were achieved
  - o Reflection of the internship experience:
    - a. What did you like and/or dislike about the internship?
    - b. What strengths/weaknesses did you determine about yourself during the course of the internship?
    - c. How did the internship relate to your past or future academic coursework?
    - d. What would you change about this internship experience if you could do it over again?
    - e. How does this internship impact your future professional goals or career interests?
  - o Appendices may be attached that are outputs of work completed, if applicable. \*Intern must include his/her name, cell number, name of company and internship title on a cover sheet.
4. **Evaluation** - Intern will complete an Evaluation to help determine the effectiveness of the internship experience, including assessment of work, quality of supervision, professional development and overall quality of the internship experience. In addition, if there were any changes in terms of placement, supervisor or other, students should update their Experience Form in Handshake.

**\*\*All assignments must be typed and uploaded to Blackboard. Handwritten assignments will not be accepted.**

## EXPECTATIONS

- **Time** - For all VSB internships, completion of a minimum of 150 work hours is required. These hours must be completed over the course of a single academic semester or a minimum 8 week summer period.
- **Grading** - Internships are graded on a Satisfactory (S) or Unsatisfactory (U) basis. The Faculty Chair of the appropriate academic area evaluates Learning Objectives, Daily Activity Log and Final Paper, reviews Employer Evaluation of student's performance and issues a grade of "S" or "U". If "S" is granted, 3 free elective credits are awarded for the internship at the end of the appropriate semester.
- **Submission Deadlines** - All assignments are due via Blackboard. Due dates are as follows:
  - o Completed Learning Objectives form is due within the first two weeks of the internship.
  - o Completed Daily Activity Logs, Final Paper and Student Evaluation are due according to this schedule:

Internship Completed	Documents due to the Clay Center
Fall	December 1
Spring	May 1
Summer	August 15

- **Intern Launch Workshop** - Intern will attend a mandatory group session at the beginning of the internship semester/summer (if registration takes place remotely, students will be required to attend this session via webinar). Students will complete the Experience Form in Handshake with internship details at the time of attending the launch virtually or on campus.
- **Communication** - Interns are expected to maintain communication with the Experiential Education team throughout the duration of the internship. This includes communication about any issues, concerns, or problems that arise during the course of the internship.



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