

ECKERD COLLEGE
PROPOSAL AND ACADEMIC CONTRACT FOR INTERNSHIP

TO BE COMPLETED BY STUDENT Date _____ Eckerd ID# _____ Box # _____

Name (Last, First, Middle) _____

Campus or Local Address _____

Address During Project _____

Class Standing Freshman Sophomore Junior Senior

Internship Title _____

Internship Site: Name of Company or Agency _____

Internship Site: Address _____

Site Supervisor or Contact _____ Telephone Number _____

International Students: Please see Prof. Olivier Debure, Director of International Student Programs.

TO BE COMPLETED BY SPONSORING PROFESSOR

Discipline _____

Collegium: BES CCU CRA LET NAS

Level: 190 290 390 490

One Course Credit Other: _____ Credits

Graded Credit/No Credit (Work must be equal to C or above for credit)

Term: Fall Winter Spring Summer Year _____ Completion Date _____

For Internships, this Academic Contract may serve as the petition for credit/no credit.

This Academic Contract for Internship is to be recorded for academic credit at Eckerd College. It is subject to the same policies that govern general college courses.

APPROVED BY

Please obtain signatures in order:

Signature of Student _____ Date _____

Signature of Sponsoring Professor _____ Date _____

Signature of Site Supervisor _____ Date _____

Signature of Student's Mentor _____ Date _____

Signature of Norm Smith, Assoc. Dean of Students _____ Date _____

Signature of Registrar _____ Date _____

You should prepare a typed proposal for review and possible revision by your sponsoring professor.

The Academic Internship

An internship is a formal pre-professional fieldwork experience in an area which you have achieved some measure of theoretical competence, usually through study in your academic major or concentration. A credit-bearing, or academic, internship usually requires a minimum of 150 hours of on-site work per course credit. Variation in the number of on-site hours may be due to the number or type of related reading/writing assignments that are required in a particular internship course, or the nature of the fieldwork in which you are engaged. A credit-bearing internship requires the approval of a faculty sponsor, as well as the approval of your mentor, the Associate Dean of Students, and the Registrar.

The credit earned through an internship is based not only upon the field experience completed, but also upon your thoughtful integration of that experience with your knowledge of the literature, methods, and content of the academic discipline related to the internship. Hence, the academic contract for an internship must be accompanied by a formal academic proposal. This proposal should include the following:

- I. Title of the Internship
- II. Description of the Internship
Describe the organization setting, identify your on-site supervisor, specify the manner in which the site supervisor and your sponsoring professor will communicate about your performance, summarize the types of activities in which you will be engaged, and note the number of hours to be completed.
- III. Description of your Credentials
Include relevant courses completed, prior experiences in the area, and your special skills.
- IV. Learning Objectives or Expected Learning Outcomes
What is the purpose of pursuing this internship? How will this internship further your understanding or enhance your knowledge or the academic field to which it is related?
- V. Required Readings
Are there texts or readings that will elucidate your experience within appropriate theoretical framework? Are there readings that will enhance your practice in the field? Please utilize full citations.
- VI. Written Assignments and Reflective Activities
Internship assignments must reflect, in every case, your ability to bridge theory and practice through the integration of reading your academic discipline and your field experiences. In addition, such assignments should invite you to:
 - Chronicle your experiences and reflect upon them in thoughtful and analytical ways
 - Engage in self-evaluation
 - Reflect upon the evaluations (preferably midpoint and final evaluations) of your site supervisor

Specific assignments might include various combinations of the following:

- A major research paper on a topic related to the internship placement
 - An internship journal in which you describe and analyze your field experiences and integrate your activities and your reading
 - A literature review related to the area of your internship
 - A reflective self- evaluation
 - Interviews of professionals with whom you are working in the field
 - An internship portfolio that includes a number of the foregoing elements
- VII. Criteria for Evaluation
How will your course grade be determined?