

# MUSKINGUM

U N I V E R S I T Y

## Internship Proposal Form

Office of the Registrar

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Credits Completed: \_\_\_\_\_ GPA: \_\_\_\_\_ Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

Proposed Internship: \_\_\_\_\_

Company Name

Company Address (City, State)

On-site Supervisor's Name (PLEASE PRINT)

Supervisor Email

Company Phone #

Is this Internship  Paid  Not Paid  Other (please specify) \_\_\_\_\_

Start/End dates of proposed internship: \_\_\_\_\_ Number of work hours proposed: \_\_\_\_\_

# of semester hours (0-6) requested: \_\_\_\_\_ Assign credits to: Fall [ ] Spring [ ] Summer [ ] of 20 \_\_\_\_\_

Are internship hours to be credited towards major [ ] minor [ ] or IDIS [ ]? (Check one)

If to major or minor, which department? \_\_\_\_\_ Course number: \_\_\_\_\_

### Signatures

International students must first obtain approval of the Director of International Admissions/Immigration Services (PDSO).

Student: \_\_\_\_\_ Date: \_\_\_\_\_

PDSO (Int'l students): \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Supervising Professor: \_\_\_\_\_

Signature

Supervising Professor: \_\_\_\_\_

Printed Name

Department Chair: \_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_

Impact Center: \_\_\_\_\_ Date: \_\_\_\_\_

### Internship Job Sector (Office Use Only)

- Science Related
- Social Services/Non-Profit
- Nursing
- Non-Nursing/Healthcare Administration
- Teaching/Education
- Teaching Non-Licensure/Pre-School
- Business/Accounting/Marketing
- Communication/Media
- Notetaker/FYS Mentor
- Other

**REQUIRED: Detailed written proposal must be attached to this form. See reverse of form for requirements.**

#### Internship Proposal Checklist:

\_\_\_\_ Minimum of 2.5 cumulative GPA

\_\_\_\_ Written proposal attached

\_\_\_\_ Minimum junior standing

\_\_\_\_ All signatures included

\_\_\_\_ 40 hours work/credit hour requested

#### Registrar Use Only:

Course Number/Title: \_\_\_\_\_

Registrar Office Signature: \_\_\_\_\_

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## INTERNSHIP POLICY

1000.10

Internships are opportunities for selected students to become actively involved in experiences beyond the University campus. These experiences are supplements to, and not substitutes for, the regular curriculum. Regulations regarding internships are intended to ensure that (1) only those students with the ability and desire to link academic and practical experiences are eligible, and (2) internships meet rigorous standards on both the practical and academic level.

Departments have primary responsibility for the supervision of internships. Some departments have a course listed as [ ] 398-399: Internships in [ ], and a faculty member designated as the source of information about internship opportunities and policies. For departments which do not have this offering, the course IDIS 300: Internships may be used and the credit will be assigned to the appropriate department under which the internship is being administered. Students may initiate internship proposals, but all internships must meet the same minimum standards and be approved by the department chair and supervising professor prior to the beginning of the experience or within two weeks of the beginning of the experience.

If the student and the academic advisor believe that the internship experience is truly interdisciplinary, the student may submit multiple proposals, one to each department involved. The total hours earned will be divided among the departments, e.g., a student earning twelve hours of credit may propose that 9 hours be earned in political science and 3 hours in sociology. Each proposal must be approved by the department involved. To be eligible for an internship, a student must have achieved junior standing (60 hours) prior to the beginning of the internship and must have at least a 2.50 cumulative GPA. A minimum of 40 work hours combined with readings and written projects or papers are required for each semester hour of credit.

Internships are graded S/U only. If a student, the supervising professor, the academic advisor, and the appropriate department agree that the written work submitted will meet the standards of a seminar paper within that department, the department may request that the internship hours be converted to seminar hours and that a letter grade be assigned. In this case, the hours will still count toward the maximum number of internship hours allowed.

Students may apply a maximum of 16 semester hours for all internship experiences, including student teaching, toward a degree. A maximum of 6 hours may be earned in any one semester or summer session. A waiver of the 6-hour maximum may be granted when a student desires to participate in an established, off-campus internship program, e.g., the Washington Center or ECC programs. Tuition will be charged at the rate in effect for the semester or summer session in which credit is requested. These hours may be included as part of the normal semester load, but may affect the decision to allow a course overload. All hours earned through internships are included when the number of hours within a department are computed.

To propose an internship, a student must submit a completed and signed proposal form (obtained from the Registrar office) with a written proposal that includes: 1) the purpose of the internship; 2) when and where the work experience will take place; 3) the amount and type of work to be done; 4) the methods by which the work experience will be evaluated; 5) a bibliography of readings to be done in conjunction with the work experience; 6) a description of the paper or project to be submitted for evaluation. The original will be kept in the Registrar's file, with copies going to the student, the student's academic file, the supervising professor, the on-site supervisor, and the department chair.