

Graduate Studies Internship Policies and Application

Graduate students interested in including an internship toward their degree requirements will need to coordinate representatives from both the agency/organization in which they plan to complete the internship and from ASU. This involves several steps and the completion of paperwork as outlined below.

Internship Planning Checklist

Complete the following items the **semester before enrolling** in a 584 Internship course:

Identify an internship opportunity. Note: International students must maintain f-1 visa status for 1 calendar year prior to beginning an internship.

- Confirm with the agency what the internship will entail and identify an individual at the agency to serve as the contact person to verify the internship responsibilities and the work conducted during the internship.
- Complete the attached Internship Proposal.
- Have the contact person from the agency read and sign both the Internship Proposal and the Student Placement Agreement.
- Based on faculty expertise/area of interest, identify a graduate faculty member who can serve as the sponsor for the internship. Share the proposal with the faculty member to receive his/her consent to serve as the ASU sponsor of the internship.
- Obtain the faculty sponsor signature on the Student Placement Agreement.

After approved by both the agency contact person and the faculty sponsor at ASU:

- Submit signed agreement to a graduate studies Academic Success Coordinator to get permission to enroll in appropriate 584 course.
 - Note: If needed update iPOS to reflect internship experience.
- Complete a log of internship hours, and complete all requirements of the agency and the faculty sponsor as outlined in the Internship proposal.

While enrolled in the 584 Internship Course:

- Use the Internship Log to record, document and catalog your internship tasks and the hours devoted to each for the course of the internship (the Internship Log is available for download on the NCIAS Graduate Studies Internship website).
 - The Internship Log should be checked, reviewed, and signed periodically by the sponsor from the agency (e.g., every other week, once a month).

- Failure to include an Internship Log or including one without appropriate signatures in your Internship Final Report will result in not receiving credit for the internship.
- The Internship Log should demonstrate the equivalent workload of a 3 hour course. Use the scale below to determine the appropriate number of hours.

Fall/Spring Semester (15 weeks): 9 hours/week; total 135 hours

Summer (6 weeks): 22.5 hours/week; total 135 hours

- Keep a record of the insights you gain from the internship as they relate to your research interests, program of study, and goals.
- At the end of the internship, before grades are due in the term you are completing the internship, write an Internship Final Report. The Final Report should follow the guidelines below, unless changes are noted in the contract (page 5 of this document).

The Final Internship Report should:

- Be 15-20 pages in length
- Include a bibliography of references cited
- Describe how and when specific concepts from your coursework were applicable to the internship experience
- Include a signed/completed Internship Log as an appendix

Graduate Studies Internship Proposal

This agreement describes and establishes the learning, service objectives and activities of the internship, and sets out the responsibilities of the student intern, the agency and the faculty sponsor. The student intern is required to work 135 hours for a 3 credit course.

He or she is expected to do substantive work that is related to the mission of the agency and relevant to the approved academic Plan of Study (iPOS). In addition to specifying the nature of these activities in advance, the agency is required to designate a person who will supervise the student intern for the duration of the internship.

Part I: Internship Summary Agreement

1. _____, on this date _____,
 (Student Name & ASU ID #) (Today's Date)
 agrees to an internship with _____ for _____ total contract
 (Company/Community Site)
 hours, to begin on _____, and to be completed by _____.
 (First Day of the Semester) (Last Day of the Semester)

Based on contract hours designated, the internship will carry ____ semester hours of academic credit.

2. Site Supervisor: _____ Telephone: _____
 Address: _____ City: _____ AZ _____

3. Intern Telephone: (H) _____(W) _____
 Address: _____

4. Internship Schedule: In the space below, designate the scheduled days of the week and approximate times the intern normally would be expected to be on the job.

Monday _____	Saturday _____
Tuesday _____	Sunday _____
Wednesday _____	
Thursday _____	
Friday _____	

5. Registration Information

Affiliate ID #: _____ Student's Program: _____

Semester and year of internship: _____ Number of credit hours: _____

Enrollment Clearance (Office Use Only): _____

Part II: Nature of Internship & Responsibilities
(to be completed by the student and the agency/organization)

Description of the agency/organization:

Statement of purpose. The student hopes to gain the following from this internship:

Requirements, expectations, and duties of the internship (attach job description if available).

Describe how the agency will supervise and evaluate the intern in the following way:

Other notes or expectations of the intern by the agency supervisor:

Part III: Academic Requirements of Internship
(to be completed by the faculty sponsor and student)

Describe any assignments in addition to or in place of the Internship Final Report required by student intern (portfolio, journal, research paper, required readings etc.):

The number of meetings with the faculty sponsor and approximate dates:

Other expectations of intern by faculty sponsor:

Intern Signature

Site Supervisor Signature

Intern Printed Name

Site Supervisor Printed Name

Faculty Sponsor Signature

Faculty Sponsor Printed Name

Internship Log

Student Name:

Student ID #:

Each activity should be listed on a separate row and assigned an equivalent amount of hours. Add rows as necessary to the Internship Log to represent additional activities for a given week.

Week 1	Hours	Activities	Signature
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
		Total Hours	