

LEARNING CONTRACT & INTERNSHIP PROPOSAL

SUNY Plattsburgh

INSTRUCTIONS

1. Prepare a preliminary draft of this learning contract and internship proposal. (See Sections II, III, and IV on reverse.)
2. Discuss your duties as an intern with your site supervisor.
3. Present your transcript (available on Banner Web), your draft proposal, and this Learning Contract to your faculty sponsor for discussion.
4. After the faculty sponsor approves your draft, prepare a final version and obtain signatures. (Section V on reverse.)
5. Submit this form to the dean of your sponsor's faculty. If approved by the dean, copies of this form will be distributed to: student, faculty sponsor, and department chairperson.

GENERAL INFORMATION

Student's Name: _____ Student's ID: _____

Local Address: _____ Phone No.: _____

Email Address: _____

Address During Placement: _____

_____ Phone No.: _____

Major(s): _____ Class Level: _____

Internship Title: _____ Course Number: _____

Date internship begins: _____ Date internship ends: _____

Internship is: Full-time—No. hours/week: _____

Part-time—No. hours/week: _____

Site Supervisor's Name (print): _____

Number of credits for proposed internship: _____

Credit for the internship will apply as: major credit minor credit elective credit

Method of Grading: pass/fail letter grade

Total number of internship credits completed prior to this proposal: _____

Faculty Sponsor's Name: _____ Phone No.: _____

(See reverse side)

ATTACH RESPONSES TO SECTIONS II, III, AND IV

II. INTERNSHIP POSITION DESCRIPTION

- a. Location of the placement – name, address, phone.
- b. What are the specific duties entailed in your internship? Include day-to-day tasks and specific projects, reports, attendance at conferences, special meetings, etc.

III. EDUCATIONAL GOALS AND OBJECTIVES

- a. Why is the internship being undertaken?
- b. What are your specific goals and objectives?
- c. What are your expected learning outcomes in terms of the application of theory or a method of inquiry, acquisition of professional knowledge, or development of specific skills, etc.?

IV. METHODS OF EVALUATION

- a. How will your agency supervisor evaluate your performance? How often and in what format?
- b. Will the agency supervisor’s evaluation be used in determining a final grade? If so, how?
- c. What evidence can be provided to demonstrate that your educational goals and objectives have been achieved?
- d. What evaluation data will your faculty sponsor require? For example:
 - research paper(s): documentary, analytic, creative
 - journal or log of activities, thoughts, impressions, analysis
 - written reports, essays
 - reports, papers, materials written for the agency
 - written or oral expression
 - reading lists
 - other (explain)
- e. What contacts will you have with your faculty sponsor (on-site visit(s) by your faculty sponsor or consultation in person, by phone or mail) and how often?
- f. Interns are required to do a written evaluation of the placement site. Give this evaluation to the faculty sponsor at the end of the internship period.

V. APPROVAL FOR INTERNSHIP CREDIT

Signatures must be obtained in the following order:

YES NO

Faculty Sponsor: _____ Date: _____

Academic Advisor: _____ Date: _____

Dept. Chairperson: _____ Date: _____
(of faculty granting credit)

Site Supervisor’s Signature: _____ Date: _____

Dean: _____ Date: _____

GUIDELINES FOR INTERNSHIPS AND COLLEGE-SPONSORED EXPERIENTIAL EDUCATION*

SUNY Plattsburgh

REQUIREMENTS

1. A student receiving credit for an internship must have a faculty sponsor and an agency supervisor for the internship.
2. Interns are required to work in the internship placement for at least three hours per week (15 weeks) for each academic credit hour. Internships may be full or part-time, paid or unpaid.
3. The specific field duties and responsibilities of the intern will be agreed to by the faculty sponsor, the agency supervisor, and the intern, and they will be outlined in the learning contract.
4. Specific academic requirements appropriate to the placement will be established by the faculty sponsor and specified in the Learning Contract.

ADMISSIONS STANDARDS

1. Students wishing an internship for credit must have junior, senior, or graduate class standing. The minimum GPA for participation in an internship shall be established by the sponsoring department. Departments may establish prerequisite courses and minimum GPA in these courses.

INTERNSHIP CREDIT

1. Course Credit – Interns will be enrolled under a department course: Dept. 498 (or Dept. 598) Internship – Title. Students may take internships for major, minor, concentration, or elective credit. Academic credit may range from one credit hour to a maximum of 15; any departmental policies on the maximum or minimum number of internship credits used to meet major, minor, or concentration requirements apply. Failure to complete all requirements of the internship will lead to an incomplete (policy pertaining to “I” grades will apply), or an unsatisfactory/failing grade will be given by the faculty sponsor.
2. Credit toward the baccalaureate: Usually, the total number of credits awarded for internships may not exceed 18 toward the fulfillment of the credit hours required for a bachelor’s degree. The suggested limit of 18 hours does not include any credit taken by interns in related courses such as a seminar that may be taken in tandem with the internship. More than 18 credit hours of internship may be earned if the hours beyond the limit are in addition to the credit hours required for graduation.
3. Credit Hours – No more than one credit hour can be awarded for each 45 hours of internship work, 3 hours per week x 15 weeks.

QUESTIONS TO BE CONSIDERED WHEN APPROVING INTERNSHIP REQUESTS

1. Does the student have the capacity (intellectual level of maturity, independent work habits, etc.) to undertake an internship?
2. Does the student possess sufficient background in terms of course work to successfully pursue this internship?
3. Does the student have the required grade point average?
4. Does the placement provide the student adequate opportunity to achieve the proposed objectives?

*Based upon Faculty Senate Policy, May 1983.