

**THE UNIVERSITY OF SCRANTON
KANIA SCHOOL OF MANAGEMENT**

Process for Seeking Academic Credit for Internships

Internships for credit are individualized, supervised experiences in a work or volunteer setting which the University judges to be worthy of academic credit. There should be sufficient academic rigor associated with the internship and the experience should give students the opportunity to reflect upon, analyze, and critique their experiences in a way that demonstrates knowledge of course contents and ideas and a sophisticated ability to apply perspectives of that specific field of study. The internship should help students gain new knowledge and apply classroom knowledge. In addition, the internship needs to be structured so that the student, faculty member, and on-site supervisor know exactly what is expected of each. The faculty sponsor and the department chairperson will determine the credit-worthiness of the internship based upon information provided to them by the student and employer.

Adapted from Registrar's Office document "Undergraduate Internships for Credit"

To apply for academic credit, the student must...

1. Have an internship offer and a job description from an employer.
2. Contact the Kania Advising Center to determine if the credits will fit into their curriculum.
3. Contact a faculty member from the appropriate Kania School academic department and ask if she or he will act as the internship sponsor.
4. Discuss the internship duties and learning objectives with the faculty sponsor and agree to complete specific academic assignments during the internship.
5. Meet with the KSOM Internship Director and complete the necessary paperwork available through the Kania Center for Practical Learning.
6. Maintain regular contact with the faculty sponsor.

Note: Students will be charged the appropriate tuition fee based on the number of credits the internship is worth.



KANIA SCHOOL OF MANAGEMENT
UNDERGRADUATE INTERNSHIP APPLICATION

NAME: (LAST) (FIRST) (MI) Date:

STUDENT ID #: COLLEGE:

CLASS: MAJOR: GPA:

SEMESTER: FALL INTERSESSION SPRING SUMMER I SUMMER II (Year)

CRN: SUBJECT: COURSE NUMBER:

TITLE OF PROJECT: (LIMIT TO 30 CHARACTERS)

PROJECT START DATE: PROJECT END DATE:

ATTACH A COPY OF THE INTERNSHIP PROPOSAL. INCLUDE THE FOLLOWING:

- 1. Specific learner objectives that outline what the student will gain from the internship.
2. Specific responsibilities the student will have at the internship.
3. Number of credits to be earned.
4. Number of hours required on site.
5. Number of meetings required with the faculty member supervising the internship.
6. Name of and responsibilities of on-site supervisor.
7. How the performance of the student will be assessed by the on-site supervisor.
8. How the performance of the student will be assessed by the faculty member.

NUMBER OF CREDITS:

GRADE MODE: NORMAL LETTER CREDIT/NO CREDIT S/U

SCHEDULE TYPE: I (NOT PART OF TEACHING LOAD) J (PART OF TEACHING LOAD)

CREDIT APPLIED TO: MAJOR COGNATE GENERAL EDUCATION FREE

NAME/LOCATION OF EMPLOYING AGENCY:

ON-SITE SUPERVISOR: (PRINT NAME)

(SIGNATURE)

(TITLE)

FACULTY MEMBER:

(SIGNATURE)

DATE

STUDENT:

(SIGNATURE)

DATE

APPROVALS:

DEPARTMENT CHAIR:

(SIGNATURE)

DATE

ADVISING DIRECTOR:

(SIGNATURE)

DATE

INTERNSHIP DIRECTOR:

(SIGNATURE)

DATE

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SUPPLEMENTAL INTERNSHIP INFORMATION

TODAY'S DATE: _____

STUDENT INFORMATION

STUDENT NAME: _____ ROYAL ID #: _____

TELEPHONE: _____ EMAIL: _____

DATES OF INTERNSHIP: _____ HOURS PER WEEK: _____ # OF WEEKS: _____

IS THIS A PAID INTERNSHIP? YES NO APPROXIMATE WEEKLY PAY: _____

EMPLOYER INFORMATION

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

IMMEDIATE WORK SUPERVISOR: _____ TITLE: _____

TELEPHONE: _____ EMAIL: _____

Does the employer require a letter from the University stating that you will be granted academic credit for the internship? YES NO If Yes, indicate the person and address to whom the letter should be sent.

LEARNING OBJECTIVES: (statements that describe what you, the intern, hope to learn from this experience.)

1. _____
2. _____
3. _____

NOTE: YOU MUST ATTACH A DETAILED DESCRIPTION OF YOUR INTERNSHIP RESPONSIBILITIES TO THIS FORM.

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ACADEMIC REQUIREMENTS AGREEMENT

STUDENT: _____ **FACULTY:** _____

TERM: _____ **COURSE NUMBER:** _____

As a student participating in an internship earning academic credit, I agree to complete the assignments checked below. I understand that I will not receive academic credit until these requirements are completed to the satisfaction of my faculty sponsor.

REFLECTION PAPER

I agree to submit a ____ page double-spaced paper reflecting on the internship experience and the degree to which the stated learning objectives were achieved.

JOURNAL

I agree to keep a _____ log of my activities and insight gained during my internship. (Note the frequency of the log as daily, weekly, monthly, etc)

READINGS

I agree to read the following literature and will submit a paper as described below summarizing the relationship of the reading content to my internship experience.

OTHER

In addition, I agree to contact my faculty sponsor via email, telephone, or in person at least _____ times during the course of my internship to discuss my progress.

STUDENT

DATE

FACULTY SPONSOR

DATE