

INTERSHIPS: LAS 496

Guidelines and Procedures

(1–6 s.h., repeatable to 6 s.h.) An internship provides LAS majors the opportunity to gain practical experience and apply their interdisciplinary skills and training through observation and interaction in a professional environment connected to their career interests. Graded S/U. Prerequisites: LAS major, junior or senior standing, and permission of the program director.

Procedure:

1. **Proposal:** students should begin the application process by submitting a proposal early in the semester before the internship. The proposal should be written in business format, and should contain answers to the following questions:
 - What are the student’s goals/objectives with the internship? What does the student hope to learn, or what experience does the student hope to gain?
 - Where will the internship take place?
 - What are the duties and responsibilities of the internship position? (including specific tasks)
 - How many credit/semester hours are being sought (up to 6)?
Generally one full-time week of work (37.5 – 40 hours) = 1 s.h. of credit.
 - Who will serve as faculty supervisor?
 - Who will serve as on-site supervisor?
 - When will the actual internship take place?
 - How will work be assessed?
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2. **Internship Agreement/Certificate of Completion:** The on-site supervisor, faculty supervisor, and student must sign and return the Internship Agreement before the internship begins and the Certificate of Completion after the internship has ended.
3. **Final Report:** While serving an internship, the student is strongly encouraged to keep a journal. When the internship is completed, the Student is required to submit a final, professional report detailing what has been learned before credit will be given. Additional requirements may be assigned (ex. portfolio) depending on the type of internship.

**LAS 496 Internship Agreement
Liberal Arts and Sciences Program
Western Illinois University**

Student Participating as Intern _____ ID# _____

Name of Company _____ Location _____

Position _____ Department _____

Length of Internship: Beginning Date _____ Ending Date _____

Working Hours per Day _____ Semester Hours Requested _____

On-Site Supervisor's Name _____ Phone _____

Faculty Supervisor's Name _____

Attach the proposal to this form.

To be completed by the on-site supervisor:

I understand that I am responsible for:

1. Assisting in the development of the internship proposal submitted by _____ and then providing a supervised work experience as outlined in the proposal. I will contact the faculty supervisor, _____, if problems arise.
2. Conducting periodic review sessions with the intern to:
 - a. Determine what activities have been accomplished
 - b. Help the intern gain better insights about experiences
 - c. Assist the intern to prepare for future experiences
3. Evaluating the work of the intern in an oral conference at or near the conclusion of the internship.
4. Signing a final approval sheet if approval is accorded, provided by the Liberal Arts and Sciences Program at Western Illinois University.

On-Site Supervisor _____

Signature

Date

To be completed by the intern:

I understand that I must satisfactorily complete all requirements of my internship and work the required number of hours for the amount of credit I am seeking in order to be awarded credit for my internship.

Student _____

Signature

Date

Faculty Supervisor _____

Signature

Date

Please return this form to: Kenny Wheeler (QC Campus) or Ellen Poulter (Macomb Campus)

**LAS 496: Internship
Final Approval Form
Liberal Arts and Sciences Program
Western Illinois University**

I hereby verify that _____ (student intern) has met all of the obligations for his/her internship and may be awarded _____ semester hours of credit.

On-Site Supervisor _____ Date: _____

WIU Faculty Supervisor _____ Date: _____

The faculty supervisor will notify the program director and submit the grade accordingly.