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?

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.
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)
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.