

Proposal Guidelines and Approval Form

LAS 695 Internship Preparation + LAS 696 Internship

Course Descriptions

LAS 695: Internship Preparation (3 cr) A course intended to prepare the student for LAS 696: Internship when taken to satisfy the MLAS internship exit option. Directed by a faculty member with full graduate faculty status from within the College of Arts and Sciences. **Pre-requisite:** Completion of LAS 504, approval of proposal, and permission of LAS director.

LAS 696: Internship (3 cr) Directed by a faculty member in coordination with an on-site supervisor. When taken to satisfy the MLAS exit option, a final report must be presented and approved by a committee of the faculty director and two graduate faculty. Graded S/ U. **Pre-requisite:** Completion of LAS 504, approval of proposal, and permission of LAS director.

Internship Preparation Course

This course is designed to aid the student in mastery of academic subject matter that will help them succeed in their internship. For the course, students will work with a faculty director on reading, writing, training, and other assignments as appropriate that will prepare them for an optimum experience.

The internship preparation course should be completed the semester before beginning the internship, and will be treated like an independent study; the student will work one-on-one with their faculty director to complete assignments according to a mutually agreed upon schedule.

The Internship

Graduate School guidelines state that fifty hours of work = 1 graduate credit hour. Thus, for a 3-credit internship, expect to work 150 hours (10h/wk for 15 weeks, 12.5h/wk for 12 weeks, 15h/wk for 10 weeks, 25h/wk for 6 wks, etc.).

There are a variety of ways that a student can set up an internship. A student may apply for an advertised internship or work with their faculty director and/or on-site supervisor to develop an internship tailored to mutual goals. Internships can be paid or unpaid; however, in an unpaid internship, it is critical that the student is getting as much of an educational/learning experience out of the internship as the site is getting labor from the student. This means that the on-site supervisor should expect to spend time meeting with the student to provide feedback and ensure the student's educational objectives are being met.

The Internship Proposal (Preparation and Internship)

The proposal for the preparation course and actual internship should include the following:

- Goals and objectives of internship
- Description of reading, writing, training, and other assignments as appropriate for LAS 695, with a reflection on how these assignments connect to stated goals and objectives
- Working bibliography for LAS 695 (10-15 sources)
- Competencies and experience to be gained through internship
- Likely responsibilities and assignments/tasks given during Internship
- Hours working per week/length of assignment

The Internship Committee

Ideally the student asks a faculty member with whom he or she has previously studied to serve as mentor and liaison during the internship (if there is a separate on-site supervisor) or with whom to intern (if the faculty director is also the supervisor). The faculty director and student should agree on two additional committee members. The role of the committee members should be determined among the faculty director and members (e.g., advisory, judicial, content-oriented, editorial) so that everyone understands their role and expectations. The student should also talk with the faculty director about when to share questions, concerns, or materials with the committee members.

It is highly recommended that the faculty director and student share the internship proposal and planned schedule for completion with the committee and on-site supervisor as early as possible in the process so everyone is clear on expectations and timeline.

The faculty director must be someone with full graduate faculty status within the College of Arts and Sciences. The committee members must have associate or full graduate faculty status within the university. Please note that graduate faculty status is separate from promotion status (i.e., assistant, associate, or full professor). A list of faculty and their status for each department can be found in the School of Graduate Studies Graduate Catalog. The on-site supervisor may or may not be affiliated with the University.

Changes to the committee should be made in consultation with the faculty director, and the faculty director or student should notify the LAS director of any changes.

Internship Documentation

At the end of the internship, students should submit the following to their committee:

- A weekly or daily journal/log kept throughout the duration of the internship that includes day, time, activity, and at minimum a weekly reflection on the experience
- A report (approx. 8-10 pages double-spaced) on 1) background on the internship location and position; 2) list of internship goals and objectives; 3) detailed explanation of how the student met goals and objectives through the internship; 4) description of key tasks performed and/or projects completed; 5) discussion of competencies or skills gained; and 6) argument for how the internship experience fits with their overall master's degree in preparing them for the next step (academic or professional)
- When appropriate, a written or multimedia text that the student prepared as part of the internship (e.g., website, manual, DVD)
- Required forms and paperwork

The faculty director may request additional documents or have additional deadlines.

Timeline

At the beginning of the semester before the student plans to enroll in internship preparation hours: the student should meet with the LAS director to discuss interests and options. That same semester will then be used to find and meet with a faculty director, identify an internship, and prepare a proposal. *The student will not be registered for internship preparation or internship hours until they have a proposal approved by both the faculty director and LAS director.*

It is strongly recommended that students complete their internship preparation course before beginning their internship.

At least 8 weeks before the graduation semester ends: student should be making timely progress toward completion; student and committee should have a very clear understanding of remaining work and deadlines for submission and feedback.

At least 4 weeks before the graduation semester ends: the student and committee should agree on a presentation date that is prior to the last Friday of classes.

The internship and documentation must be completed, final revisions must be made, and all paperwork must be submitted no later than 4:30pm on the Friday of exam week.

Internship Presentation

At a minimum, each student must present to the committee on his or her internship. The presentation may be open to the public or closed. For specifics, students should consult with their faculty director and are encouraged to follow the guidelines within the faculty director's discipline.

LAS 695 + 696: Internship Preparation and Internship Approval Form

Student Name _____ **Phone** _____

Student WIU ID# _____ **Student Email** _____

Site of Internship _____ **Supervisor Contact Info** _____

Internship Beginning Date _____ **Ending Date** _____ **Hours per Week** _____

LAS 695 (sem/yr) _____ **LAS 696 (sem/yr/cr)** _____ **Proposal attached?** _____

Signatures

Faculty Director _____

Print name

Signature/Date

Committee Member _____ **Committee Member** _____

Print name

Print name

LAS Director _____

Print name

Signature/Date

Supervisor:

I understand that I am responsible for:

1. Providing a supervised work experience as outlined in the proposal. I will contact the faculty director 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 _____

Print name

Signature/Date

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 _____

Print name

Signature/Date

LAS 696: Internship Completion Form

Student Name _____

Brief Internship Description _____

Copy of documentation submitted? _____

We hereby verify that _____ (student intern) has met all of the obligations for his/her internship and may be awarded _____ semester hours of credit for 696.

Signatures

Student _____	
Print name	Signature/Date

Faculty Director _____	
Print name	Signature/Date

Committee Member _____	
Print name	Signature/Date

Committee Member _____	
Print name	Signature/Date

On-site Supervisor _____	
Print name	Signature/Date

LAS Director _____	
Print name	Signature/Date