

Ohio Wesleyan University
Internship Learning Contract

Instructions:

All internships taken for credit during the academic year must be approved in advance of the semester they are undertaken, or, if this is not possible, no later than the end of Add/Drop of the semester in which the work will be carried out. This form must be submitted to the Registrar by **the Add/Drop deadline of the semester in which the student will receive credit for the internship**. Students who do not complete this form will not be able to receive academic credit for their internship. Questions regarding the form and/or approval process should be directed to registrar@owu.edu

Guidelines: In keeping with the OWU Credit Hour Policy, students are expected to engage in approximately 160 hours of internship-related work over the course of a semester to earn one unit of internship credit. This includes time spent onsite, as well as time spent completing related assignments. Students doing internships involving fewer hours may earn fractional credits (.50 or .25 credit) proportional to the hours served. Please indicate below how the hours will be counted.

Internships should use the course code corresponding to the discipline in which the internship is being offered.

All internships should include a reflective component that requires students to comment on the relationship between their internship and their academic courses. The format for reflections may vary and should be indicated below.

Student Name:

Student ID:

Department/ Course Code:

Units of Credit:

Faculty Supervisor:

Location of Internship:

On-site Supervisor:

Please include the supervisor's name, title, and contact information

Schedule/explanation of hours:

Please indicate how the total hours for the internship are being calculated and include time that will be spent on all related assignments.

Learning Objectives:

The overall goals for Internships are the same as for any Connection Experience. Students are expected to:

1. Connect their content knowledge to other academic, co-curricular, or career experiences, and/or across disciplines
2. Take ownership of their learning
3. Transfer skills and apply them in new contexts
4. Reflect deeply on their learning and future directions

The specific learning objectives for an individual internship will vary; they should be developed by the student, in conjunction with the faculty advisor and internship supervisor. The Sample Internship Rubric provides a useful starting point for thinking about the goals of the internship, although students and faculty are free to develop their own objectives. Please list 2-3 objectives below.

Grading Scale: S/U or A-F

Please indicate the basis upon which student work will be assessed. Include potential assignments and/or other forms of assessment. Faculty should only offer letter grades for internship-related courses in which the faculty can observe and properly judge that work.

Reflective Component:

Please indicate how the student will reflect on how well they have achieved the objectives listed above, as well as on the relationship between their internship and their academic courses. Reflections should be submitted to the Faculty Supervisor after completion of internship and placed on file in the Career Connections Office.