HONORS INTERNSHIP

An internship for Honors credit is intended for juniors and seniors in the University Honors Program who have demonstrated quality performance in their academic areas of specialization and who desire the practical experience of an internship. Students must enroll in the Honors Internship course and complete the Honors Internship requirements outlined below in order to be awarded Honors Internship credit. Internships may be carefully selected by students with junior or senior standing in the University Honors Program and should be approved by the Honors Program Director.

Mechanics:

The internship may be a paid or unpaid position arranged by the student, and it must be a worthwhile educational experience for the student. An on-campus faculty advisor as well as an off-campus contact person or advisor is recommended.

If in business, the internship should be at the mid to upper management level; in a government agency, an educational institution, or other non-business oriented position, the internship should allow the student significantly more than clerical and/or minor routine experiences. It is hoped each student will have one person to whom she/he is responsible and who will then evaluate the intern. This individual would serve as a liaison with the University Honors Program.

Each institution or firm has the right to make the final decision regarding which students, if any, will intern with them. Likewise, each firm or institution will evaluate the student intern in the same way it evaluates its own personnel in terms of "performance appraisal." Ultimately, the institution or firm should answer the question "Would you hire this student?"

The Honors internship may be taken for three to six credit hours per semester, depending upon the number of hours a student works, up to a maximum of six earned credits total. The range of hours per week is from 20 to 30. The working arrangement and hour agreement will be approved by the student, the firm or institution involved, and the University Honors Program Director.

The internship should provide experiential learning; there may be a traditional academic presentation that will offer self-evaluation, evaluation of the work experience, and evaluation of the theoretical preparation of the student.

The grading process will be a result of the weekly journals, input of the "performance evaluation," a paper, and the supervisory personnel involved.

Student and supervisor/employer should be aware of the responsibilities involved.

10/2015
# Internship Activity Log

Please type and submit this form to the Honors Program Director by Sunday midnight of each week in the semester/session—whether you log hours or not.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Internship Placement</td>
<td>Hours completed this week</td>
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## Activities
List and explain all activities in which you participated.

### Example: Researched history of company for inclusion in annual report

**Rationale**
Provide a rationale for activities. Avoid descriptions such as "because it needed to be done." Instead, establish the real motivation for and/or goal of the activity.

This history will be a part of the company's efforts to rebrand its identity and purpose with stakeholders who might be nervous about the current economic news.

## Problems
Report any problems affecting the outcome of your activities and your plan for resolving them.

### Example: The company's intranet was down, making it impossible to research early documents associated with the company.

**Resolution (or plan for resolution)**
Because I could not access the early documents online, I visited the company's library archive to view print copies.

| Signature | Date |
Reflections:

1) Which aspects of the internship activities you completed this week did you like? Which did you dislike and why?

2) What did you learn through your internship activities this week?

3) What insights about your career goals did you develop through your internship this week?