WHAT IS AN INTERNSHIP?

An Internship is supervised, practical training in a work situation that is related to the student’s academic major and/or career goals. The term “internship” is often used in a general sense to describe many types of experiential learning, including “fieldwork”, “practicum” and “cooperative education” or “co-op”. Internships can contribute to the student’s personal and professional development through challenging work assignments and mentored training.

HOW TO REGISTER FOR AN INTERNSHIP:
Submit Internship Packet which includes: this form, Internship Proposal Form, Internship Contract, Letter from Agency and the Applied Learning Outcomes to the Internship Coordinator before add/drop deadline to receive permission number for registration process. (Permission number will be sent to your email address). If the internship packet is returned after the add/drop deadline, a petition form is required for enrollment and there is no guarantee of placement in the class.

INTERNSHIP AUTHORIZATION FORM
ALL SIGNATURES REQUIRED BEFORE FORM CAN BE PROCESSED

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>UNITS:</th>
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<tbody>
<tr>
<td>STUDENT NAME:</td>
<td>STUDENT ID#:</td>
</tr>
<tr>
<td>COLLEGE LEVEL:</td>
<td>TORO E-MAIL ADDRESS ONLY</td>
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<tr>
<td>JUNIOR</td>
<td>SENIOR</td>
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<tr>
<td>SEMESTER OF INTERNSHIP:</td>
<td>PHONE:</td>
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SIGNATURES (ALL SIGNATURES REQUIRED BEFORE FORM CAN BE PROCESSED)

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<thead>
<tr>
<th>ACADEMIC ADVISER (PLEASE PRINT)</th>
<th>SIGNATURE</th>
<th>DATE</th>
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<tr>
<td>ACADEMIC ADVISER (PLEASE PRINT)</td>
<td>SIGNATURE</td>
<td>DATE</td>
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<tr>
<td>CHAIR/DEAN (PLEASE PRINT)</td>
<td>SIGNATURE</td>
<td>DATE</td>
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CRN# | PN# | FORM PROCESSED: |
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<tr>
<td>SERVICE LEARNING CONTRACT SIGNED: Yes / No</td>
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INTERNATIONAL PROGRAM
A three-unit internship is the equivalent of a fifteen-week course and requires a **minimum of 120 work hours**. In addition to work hours, the intern will be required to meet on a regular basis with the instructor, submit weekly reports on the internship experiences, and complete a written internship report that reflects the experience and learning outcomes of the internship.

<table>
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<tr>
<th>INFORMATION ABOUT INTERNSHIP POSITION</th>
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<tbody>
<tr>
<td>Name of Agency: ______________________</td>
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<tr>
<td>Agency Address: ______________________ City/Zip: ________________</td>
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<tr>
<td>Agency Phone #: ______________________ Supervisors Phone #: ________________</td>
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<tr>
<td>Internship Position Title: ______________________</td>
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<tr>
<td>Intern’s Supervisor Position/Title: ______________________</td>
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<td>Supervisor’s Email: ______________________</td>
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**REQUIREMENTS OF PROPOSED INTERNSHIP:**

Attach a letter from the agency at which the internship will take place. Letter must be printed on company letterhead and include a description of the (1) internship job duties, (2) number of work hours (weekly and total #), (3) time duration of the internship (start and ending dates) (4) Must include supervisors title, indicate his or her degree/credentials and/or years of experience

________________________________             ______________________________
Student’s Signature/ Date               Agency Supervisor / Date
APPLIED LEARNING OBJECTIVES

Please answer all three questions for each objective:
1. What are you going to learn from the internship experience?
2. What resources are needed to accomplish this goal? i.e. training, shadowing, etc.
3. What evidence will there be that you accomplished this goal?

Example of one objective: I want to learn how to effectively write investigative reports and submit them for processing. I will receive training from my supervisor on report writing and read past reports. The evidence of the accomplished goal will be from the feedback of my supervisor and other staff that will be reading my investigative reports. (You cannot use the same answer for each objective. Please type them up if there is not enough space.)

Objective 1:

1.________________________________________________________________________________________________
2.________________________________________________________________________________________________
3.________________________________________________________________________________________________

Objective 2:

1.________________________________________________________________________________________________
2.________________________________________________________________________________________________
3.________________________________________________________________________________________________

Objective 3:

1.________________________________________________________________________________________________
2.________________________________________________________________________________________________
3.________________________________________________________________________________________________
INTERNSHIP CONTRACT

Being an intern is a serious responsibility and commitment. This section outlines your responsibilities and what is expected of you as a participant in this program.

By applying to the CBAPP Internship Program I agree to:

1) **Respect and abide by all program expectations:**
   - Set a work schedule with my supervisor and follow through by attending the dates and times agreed
   - Arrive on time, if running late I will contact my supervisor immediately
   - Communicate with my supervisor if I will be absent or making changes to my schedule
   - Dress professional and/or in appropriate attire that has been discussed with supervisor
   - Follow all expectations and requirements discussed with my supervisor
   - Complete all projects/ learning objectives described in the Applied Learning Objectives Form

2) **Complete all program requirements which includes, but not limited to:**
   - Submit all completed required forms
   - Meet with the faculty supervisor and have a Mid-Semester Check-In Meeting, details will be emailed
   - Complete all journal entries/reflection/summary report/assignments as requested by faculty
   - Complete final evaluation form
   - Regularly check Toro email/BlackBoard for updates sent by faculty and CBAPP Internship Coordinator

**Note:** Throughout the semester CBAPP Internship Coordinator will conduct random internship site visits and/or phone meetings to discuss with your internship supervisor your performance. Internship Coordinator will follow up with student and faculty if any issues and/or concerns are addressed.

If questions or concerns arise during your internship, please contact Jeanna Trammell, Internship Coordinator, in the College Business Administration & Public Policy SBS – B 310 at jtrammell@csudh.edu or your faculty.

**By signing** below, you indicate that you have read and agree to abide by the program guidelines and requirements detailed above (typing in your name and date is fine).

Signature: ___________________________    Date: ________________