CNS Internship Course Requirements

120E- Internship in the Sciences

The purpose of the course is to provide you with a format for reflection while you perform a professional internship that enhances your ability to achieve your career objectives.

Intended Outcomes

- Opportunities to put your academic learning into practice
- Integrated learning about how specific projects relate to larger business goals
- Immersion in a career-related work environment
- Increased professional skills
- Enhanced ability to recognize your skills and abilities, and match them with appropriate career-related choices

Earning Course Credit for an Internship

To ensure that you receive credit for your internship, you must follow the procedures listed below. Please note that this course is restricted to College of Natural Sciences students only.

Step 1: Secure an Internship

You must intern for a minimum of:
- 160 hours during the summer semester
- 120 hours during the fall or spring semester

An internship must be secured prior to enrollment of the course. If you do not secure an internship for the semester in which you are enrolled you will not be able to take the course.

You will be required to provide documentation of your internship. We will need a letter from your internship site, on the company’s letterhead, that lists:

- Name and contact information (phone and email address) of your internship supervisor
- Specific beginning and end dates of the internship
- Number of hours of work per week (verification that you will meet 160 hours)
- Pay rate for the position (if unpaid this must be indicated), and a description of what you will be doing during your internship.

For all semesters, students will need to turn this in to their instructor prior to being enrolled in the course.

Step 2: Register for the Internship Course

This course is restricted and you must receive approval from the Career Services Office, via the application form found online, prior to being enrolled in the course. You will not be able to receive retroactive credit. This means that you must perform your internship concurrently with the internship course you are registered for.

- Spring Internship: Students interning during the spring semester will register for spring semester course credit.
• **Summer Internship:** Students interning during the summer semester will register for summer semester course credit.

• **Fall Internship:** Students interning during the fall semester will register for fall semester course credit.

**Step 3: Attend an Internship Information Session at the Career Services Office**

You are required to attend one information session before starting the internship course. Once you have registered for the course you will receive an email from your Internship Instructor with more details about the information session. **You must attend a session before you can begin your internship.**

**Step 4: Agreement Form: Signed by You & Supervisor**

Using the links provided on Canvas, you and your supervisor will be required to electronically sign an agreement form. The forms will serve to ensure that both you and your supervisor understand your role and expectations and what constitutes as a legitimate internship experience. **NOTE: You are responsible for disseminating the agreement form link to your supervisor.**

**Step 5: Read Your Email and Check Canvas**

Keep up to date with all email correspondence and Canvas announcements from your Internship Instructor regarding your internship and course progress.

**Step 6: Perform Your Internship**

You must intern for a minimum of 160 hours during the summer semester or 120 hours during the fall or spring semester. Any hours worked in a previous semester will not count toward fulfilling this requirement. You may intern part-time or full-time; both formats are acceptable.

**Step 7: Submit a Weekly Journal throughout the Internship**

Your Internship Instructor will provide you with detailed requirements for writing/submitting journal entries (see syllabus). **NOTE: A unique journal entry must be submitted weekly (every Sunday by 11:59pm) during your internship.** Students may not submit journal entries ahead of time – they must be submitted weekly.

**Step 8: Have Your Supervisor Complete the Supervisor Evaluation**

To ensure that you earn course credit for your internship, your supervisor will be asked to document the number of hours you worked, and to provide feedback on your performance. This will occur using a secure, online survey. A survey link will be placed on Canvas and you will need to email it to your supervisor no later than two weeks before the due date in your syllabus. The supervisor evaluation is due on the same day as the internship site survey and final reflection paper. If your supervisor does not complete the evaluation, you will fail the internship course. Remind your supervisor to complete the evaluation by the due date. You cannot earn course credit without it. This is an opportunity for you to learn how to manage your manager!

**Step 9: Submit Your Internship Site Survey and Final Reflection Paper**

Submit your internship site survey and final reflection paper according to the instructions provided by your Internship Instructor. For more information and exact due dates refer to your syllabus.
How is the Internship Course Graded?

The internship course is graded on a pass/fail basis, based on the successful completion of ALL course requirements. Grades will be posted online, along with all of your other course grades, at the end of the semester. A grade of “CR” will be given to those students who fulfill ALL of the course requirements. A grade of “F” (on transcript and calculated in GPA) will be given to those students who do not fulfill ALL of the course requirements.

How do I earn a grade of “CR”? Meet all requirements under Student Expectations, consisting of:

- Completion ALL assignments by due dates, listed in Course Assignments & Requirements Section
- Receive no more than FOUR journal entry concessions
- Complete a minimum of 120 work hours for the Fall/Spring and 160 for the Summer
- Respond to instructor’s communications via email or Canvas in a timely manner

How do I earn a grade of F that will be placed on my transcript and calculated into my grade point average?

- Successfully meet employer expectations while failing to complete all assignments in the course
- Successfully meet employer expectations while receiving more than FOUR journal entry concessions
- Successfully complete all assignments and meet due dates while failing to meet employer expectations

International Students

If you are an international student and you follow all of the necessary steps to earn course credit for your internship, you may receive F-1 employment authorization (Curricular Practical Training, or CPT) for one internship experience. To apply for Curricular Practical Training, obtain the signature of your academic advisor on the CPT Recommendation Form after receiving approval for your internship. For information about work authorization, please refer to the International Student and Scholar Services (ISSS) website or contact ISSS at 512-471-2477.

When Does the Class Meet?

To avoid causing time conflicts when registering for other courses, the internship course has no official day and time associated with it and will be administered online through Canvas. Once you have registered for the course, you will receive an email inviting you to attend a required information session prior to the start of your internship.