University-wide Internship

UNI 290

University at Albany
Through UNI 290, students have obtained approval for internships in a very wide variety of areas. Internships give students an opportunity to acquire practical “hands-on” experience in a field or area that interests them. For these pursuits, it is assumed that the student will secure the opportunity on his or her own, find appropriate faculty sponsorship, and then apply to the Interdisciplinary Studies Committee for approval of the desired credit. UNI 290 internships are usually taken for 1-4 credits.

Internships are open to those University at Albany matriculated students who meet both of the following:

- have at least sophomore standing (have completed at least 24 graduation credits).
- have a cumulative grade-point average of at least 2.0.

**Purpose**

Internships are intended to give advanced students an opportunity to learn how to effectively apply their university studies to work in relevant professional settings. Internships thus differ from independent study projects in that the major component of an internship involves the student actively taking part in the work of an agency or organization, with collateral academic study.

**Requirements**

The following are requirements that a proposed internship must satisfy to be eligible for academic credit:

A. **Relevance**
   
The internship should represent a bridge between the student’s academic work and the student's intended profession. The particular internship should be seen as a coherent part of the student's academic program, not an isolated episode.

B. **Specific Responsibilities**
   
The student and the host agency or organization must arrange for specific responsibilities or projects to which the student will be assigned as an intern. These responsibilities must draw in some way on knowledge and skills the student acquired in university studies. This requirement is designed to protect the student from being assigned to just menial tasks from which little learning can result, and to ensure that the academic purpose of internships, as stated above, is achieved.

C. **Supervision**
   
The student's on-site work must be supervised and evaluated by a knowledgeable professional. It is not productive for an intern to be in a situation where nobody in the host agency or
organization is sufficiently knowledgeable to evaluate the student's performance and provide constructive feedback. This supervisor will be required to make a formal evaluation of the student's performance, in writing, be delivered to the faculty sponsor.

D. Faculty Sponsorship
The student's internship must be sponsored by a member of the full-time teaching faculty whose expertise applies to the work in which the student will engage as an intern. If the proposed academic sponsor is not a member of the full-time tenure track teaching faculty, a statement must be provided, detailing how this individual’s expertise applies to the work in which the student will engage as an intern. The Committee on Interdisciplinary Studies retains the final authority to approve internship projects and supervisors.

E. Academic Component
Because an internship is a learning experience in which certain knowledge and skills come to be applied in practical situations, the student is expected to demonstrate that s/he has reflected upon and learned those applications. Such learning can usually be fostered by readings in journals and books about the methods or goals of the host agency or organization, or can be demonstrated by written work, based on the readings on the student's experiences, aimed at analyzing specific projects in which the student engaged and/or organization and operations of the host agency or organization. The specific readings and written assignments in the academic component are to be worked out with the faculty sponsor, and supervised and evaluated by her or him.

F. Credit
45 hours of instruction and supplementary work are required for each academic credit awarded. Hence, a 3-credit internship must involve a total of at least 135 hours of on-site work and academic work, 6 credits at least 270 hours, and so forth. However, applicants should be aware that the number of credits involved does not automatically result from the number of hours spent at the host agency or organization. The committee will also consider the complexity and amount of repetitiveness in the tasks involved in the internship, and the specifics of the academic component, in deciding how many credits the proposed internship should receive upon its successful completion.

G. Grading
Internships are graded on an S/U basis only. The evaluation is made by the faculty sponsor on the basis of the student's on-site supervisor's report, and the student's work on the academic component.

H. Fees
The fee for UNI 290 Summer and Part-time Academic Credit Internship is the standard cost per credit hour that is in effect. For a regular full-time semester the fee is already included in the tuition.
We encourage students applying for UNI 290 to speak with the internship liaison and their academic advisor after reading this packet.

**Application Procedure**

Students interested in academic credit for an internship are responsible for locating a position in an agency or organization, obtaining appropriate faculty sponsorship, and then applying to the Interdisciplinary Studies Committee as follows:

1. Students should complete the attached form, and attach transcripts of all university work (these may be photocopies), or fill out the transcript release form attached.

2. Students should submit a proposal in which they explain in detail, how the internship satisfies each of the concerns stated under requirements A-F above - involving relevance.
   a. Relevance
   b. Responsibilities
   c. Supervision
   d. Faculty Sponsor
   e. Academic component
   f. Credits

3. Students should provide a document from the host agency or organization, on letterhead stationery, specifying what the student's responsibilities will be, indicating the identity, title, and telephone # of the supervisor and indicating that the student has the internship.

4. Students should provide a supporting letter from the faculty sponsor (who must be a member of the full-time teaching staff). This letter should clearly identify the nature of the academic component, including a description of required written work [daily journals, position papers, etc.] and reading assignments [texts, journal articles, etc.] The faculty sponsor should explicitly endorse the student's request for a given credit load. Again, if the proposed academic sponsor is not a member of the full-time tenure track teaching faculty, a statement must be provided, detailing how this individual's expertise applies to the work in which the student will engage as an intern.
**Deadlines to Apply**

For Spring semester internships: Application deadline is December 1\textsuperscript{st} (no exceptions).

For Summer internships: Application deadline is May 1\textsuperscript{st} (no exceptions).

For Fall semester internships: Application deadline is August 1\textsuperscript{st} (no exceptions).

Completed applications may be turned in beforehand.

If a student applies before advance registration, s/he should register as if the internship is not approved.

**Procedures**

The completed application form, signed by the faculty sponsor, the proposal (with letters from sponsor and site supervisor) and the most recent copy of the student's transcript (official or unofficial) or the transcript release form, should be submitted to the Office of Undergraduate Education for presentation to the Interdisciplinary Studies Committee, by the stated deadline.

Once a proposal has been approved, the student will be notified by mail. S/he must register for the UNI 290 credits by picking up the appropriate information from the Office of Undergraduate Education. If the student has advanced registered, it is the student's responsibility to drop the necessary courses and register for the UNI 290 credits.
Application Form

Applicants must complete the following information, carefully read the set of instructions attached, secure the necessary approval of the faculty sponsor and submit this form with attached support materials to the Office of the Vice Provost for Undergraduate Education, LC - 30 (442-3950).

To be completed by applicant:

Student Information

Student Name: 

ID number: 

Local Address: 


Local Phone: 

Email: 

Major: 

Graduation Credits Completed: 

Overall GPA: 

Advisor’s name: 


Faculty Sponsor Information

Faculty Sponsor: 

Department: 

Phone: 

Email: 

Campus Address: 
Internship Information

Term:  Fall [ ]  Spring [ ]  Summer [ ]  Year: ____________________________

Internship Title: _______________________________________________________

Agency: _______________________________________________________________

On-site Supervisor: ______________________________________________________

On-site Supervisor’s Title: _______________________________________________

Supervisor’s email: ______________________________________________________

Agency Address: ________________________________________________________

Agency Phone #: _______________________________________________________

Number of Credits: ________ Number of Weeks: ________ Hours per Week: ________

Brief description of duties (to be completed by the student and on-site supervisor):

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

How did you find this internship:

Current Job ________ Career Development Center ________ Faculty Referral ________

Work Study ________ Internet ________ Other ________
Faculty Supervisor Responsibilities

Faculty supervision of an internship project involves at least the following responsibilities:

1. Formulating the academic component of the internship consists of:
   a. readings deemed useful in orienting the student to the methods or goals of the agency or organization in which s/he will be working;
   b. written projects designed to reveal the student’s ability to provide a rationale and evaluation of the projects on which s/he worked. The extent and complexity of the academic component should be commensurate with the number of credits being sought. This information should be presented on departmental letterhead and signed by the faculty sponsor.

2. Monitoring the student’s activities as an intern during the project, and evaluating her/his performance at its conclusion on the basis of:
   a. work on the academic component
   b. a formal evaluation submitted by the on-site supervisor. It is strongly suggested that the student contact the faculty sponsor on a regular basis.

3. Ensuring adequate supervision and evaluation of the student at the internship site, and "protecting" the student if necessary from excessive assignments to menial tasks.

Faculty Sponsors should please complete and return reverse side of this page.
To be completed by faculty sponsor:

Regarding: ____________________________________________  (Student’s name)

Semester: __________________________________________________________________________

I have read this proposal including the attached description. I believe the proposed program is appropriate for internship credit and when satisfactorily completed, is worth the amount of credits requested by the student. It is also my judgment that the student is capable of satisfactorily completing the requirements of this internship. I therefore agree to serve as faculty sponsor and to assign the appropriate academic grade (S/U) at the completion of the proposed project. I understand this proposal is for:

Number of Credits: ______  Number of Weeks: ______  Hours per Week: ______

I have read the Faculty Supervisor’s Responsibilities, and have attached detailed information concerning the Academic Component.

__________________________________________________________________________  (Faculty Sponsor’s Signature)  ____________________________  (Date)

Printed Name: __________________________________________________________________________

Academic Unit: __________________________________________________________________________

Office Location: __________________________________________________________________________

Phone: ______________________________  E-mail: ______________________________
University at Albany
State University of New York

Transcript Authorization Form

University-Wide Internship

UNI 290

Name: __________________________________________________________

Social Security #: ________________________________________________

Address: _________________________________________________________

Telephone: _______________________________________________________

E-Mail: ___________________________________________________________

Records Release:

I hereby authorize the Office of Undergraduate Education to release my transcript to appropriate individuals for the purpose of consideration for the internship program.

_________________________________________  _______________________
(Signature)                                   (Date)

Rev: 07/25/2012
Interdisciplinary Studies Committee

UNI 290 Internship Application Check-list

All of the following must be submitted, along with the Internship Application, in order for the internship to be considered by the Committee.

1. Transcripts of all University work
   a. Can either be a photocopy or a student can fill out the transcript release form within the application packet
   
   **Submitted:**
   **Comments:**

2. Student proposal
   a. Must explain in detail how internship will satisfy internship requirements A-F on attached form.
   
   **Submitted:**
   **Comments:**

3. Document from internship host agency or organization, specifying student responsibilities
   a. Must be on agency/organization letterhead
   b. Should also outline student responsibilities and contact information for internship supervisor
   
   **Submitted:**
   **Comments:**

4. Supporting letter from student’s academic sponsor.
   a. This should clearly outline the academic component
   b. Academic sponsor must attach form included in the application packet, requiring their signature
   
   **Submitted:**
   **Comments:**

5. If the proposed academic sponsor is not a member of the full-time tenure track teaching faculty, a statement must be provided, detailing how this individual’s expertise applies to the work in which the student will engage as an intern. The Committee on Interdisciplinary Studies retains the final authority to approve internship projects and supervisors.
   
   **Submitted:**
   **Comments:**