

### Definition:

An Internship is a carefully planned, supervised experience that results in the awarding of academic credit. The primary purpose is to give students an opportunity to apply and extend the theoretical knowledge they have gained in the classroom to a practical applied field experience. Secondary benefits to the student include the opportunity to test one's suitability to a vocational field, promote marketability, and establish contacts with prospective employers.

### Guidelines:

1. Internships are generally limited to three (3) credit hours per term, accumulative to a maximum of twelve credits for baccalaureate degrees. Exceptions to the three credits per term rule may be granted in unusual situations.
2. A minimum of 45 clock hours under the direction of the host agency site supervisor is required for each credit.
3. Grading follows the usual A-F/P-NC system with the choice to be determined cooperatively by the student and the Midland Internship Coordinator prior to the Internship.
4. The Faculty Internship Coordinator, with input from the host Site Supervisor, is responsible for recording the midterm and final grades.
5. All performance measures and expectations are to be listed in the written application document.
6. The time limit for completion of Internships for academic credit is one term, subject to the usual provisions for grades of incomplete. Summer Internships for academic credit are to be paid for and completed during the summer in which the internships take place.
7. Internships are to be planned, secured, and registered for by the end of the semester PRIOR to the semester in which the internship will occur.
8. If this is the first 398, 498 or 499 level internship, you must complete an online Internship Prep Seminar BEFORE you start your internship. This seminar is located in Canvas. **Once you are registered for the internship course, the registrar will forward you a link to the Internship Prep Seminar so that you can complete it. (Please note that you only need to complete this seminar one time – you do not need to re-take it for each internship)**

### Steps for Student Intern and MU Internship Coordinator:

1. Student discusses interest in an Internship with his/her Advisor and/or Faculty Coordinator. **Student will fill out the first 2 sections on page 3 of this form and advisor will sign on last page after checking sections.**
2. Student makes an appointment to meet with his/her degree program's Faculty Internship Coordinator to review internship details, internship requirements, the application process, and obtain an updated syllabus. Students can contact the Career Studio at [careerstudio@midlandu.edu](mailto:careerstudio@midlandu.edu) to obtain internship options and help with application, resume, or interview preparation.
3. Student researches internship options, applies for, and secures an internship and arranges a formal, in-person meeting with the Site Supervisor.
4. Student and Site Supervisor will meet to review internship course syllabus and requirements, student's schedule, and to discuss items 1-4 on the fourth page of this form. Students will record the responses on this form. The Site Supervisor also signs in designated field on page 5 of form. (Email approval will be accepted and must be attached to application).
5. Student fills out section 3 on the 3rd page and schedules second meeting with the Faculty Internship Coordinator.
6. Student brings completed application form to the meeting with the Faculty Internship Coordinator to review and both will then sign the form.
7. Faculty Internship Coordinator makes a copy of the signed application form and any other needed documents and keeps a copy for his/her records. The Faculty Internship Coordinator submits the original signed document & any supporting documentation to the Registrar's Office for course registration, final approval, and filing.
9. Faculty Internship Coordinator schedules a call or a meeting with the Site Supervisor, where they (1) discuss the details of the agreement to ensure goals and expectations are clear and (2) they schedule a time and method to connect mid-term to review student performance and progress on internship objectives.



## Internship Application and Agreement Form

### International Student Specific Application Steps

If you are an international student, on an F-1 Visa, you must obtain Curricular Practical Training (CPT) status before starting your internship. You will need to work with Midland's Designated School Official (DSO) to obtain this status. You only need to fill out the second page of the application and agreement form if you are interning OFF campus. Once you have secured an internship site, you will need to have your site supervisor provide the following information:

- 1) the business name and supervisor with their business title
- 2) that you (your name) will be working with that business in an internship this semester (identify semester)
- 3) a short description of your work responsibilities in the internship
- 4) the start and end dates of the internship.
- 5) a work schedule (hours per week)
- 6) pay rate if given

Finally, you must email this information to your Internship Coordinator and Midland's Designated School Official, Doug Watson ([watson@midlandu.edu](mailto:watson@midlandu.edu))

|   |             |
|---|-------------|
| <i>Midland's Designated School Official</i> | <i>Date</i> |
|   |             |
| <i>Student Initials</i>                     | <i>Date</i> |
|   |             |

| Student Information (Filled out by Student- PLEASE TYPE) |  |
|--|--|
| Name:  |  |
| Student ID:  |  |
| Midland Email:   |  |
| Phone Number:  |  |
| Major (s):   |  |
| Expected Graduation Date:                                |  |

| Course Information (Filled out by Student- PLEASE TYPE) |                               |                                  |                                 |
|---|-------------------------------|----------------------------------|---------------------------------|
| Course Department:                                      |                               |                                  |                                 |
| Course Number:  | <input type="checkbox"/> 398  | <input type="checkbox"/> 498     | <input type="checkbox"/> 499    |
| Grading Option:   | <input type="checkbox"/> A-F  | <input type="checkbox"/> P-PM-NC |                                 |
| Credits:  |                               |                                  |                                 |
| Term:   | <input type="checkbox"/> Fall | <input type="checkbox"/> Spring  | <input type="checkbox"/> Summer |

| Internship Details (Filled out by Student)  |   |  |  |
|---|---|--|--|
| Sponsoring Agency:  |   |  |  |
| Site Supervisor Name and Title:   |   |  |  |
| Site Supervisor Email:  |   |  |  |
| Agency Address:   |   |  |  |
| Agency Phone Number:  |   |  |  |
| Date Internship Begins:   |   |  |  |
| Date Internship End:  |   |  |  |
| Hours Per Week:   |   | Have you previously worked at this agency? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Receiving Compensation:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | If Yes, please select which applies:<br><input type="checkbox"/> Per Hour <input type="checkbox"/> Commission <input type="checkbox"/> Other: |  |  |

| Course Checklist ( <b>REQUIRED</b> - Attach to this document): |
|--|
| Syllabus <input type="checkbox"/>                              |

|  |
|--|
| 1. Purpose Statement: What do you hope to accomplish? Include personal and academic goals and objectives.  |
|  |
| 2. What academic coursework and/or work experiences prepare you for this internship?   |
|  |
| 3. Describe the activities and responsibilities you will have during the internship, including the days and hours you will work.   |
|  |
| 4. List the performance measures and other requirements, which will be used to determine your grade. Include the role of the Host Supervisor in evaluating your performance.           |
|  |
| 5. (Student respond on own) Have you previously completed an internship? (If yes) List the host agency, the supervising professor, host supervisor, credits earned and term completed. |
|  |

I have read and understand all of the Internship Guidelines, including the institutional policy which states that there is a maximum of 9 credits of internship allowed for the Baccalaureate degree.

|   |             |
|---|-------------|
| Signatures:                                       |             |
| <i>Student</i>                                    | <i>Date</i> |
|   |             |
| <i>Advisor</i>                                    | <i>Date</i> |
|   |             |
| <i>Site Supervisor (Or attach email approval)</i> | <i>Date</i> |
|   |             |
| <i>Faculty Internship Coordinator</i>             | <i>Date</i> |
|   |             |

Completion of this form does not constitute registration for the Advisor and/or Internship. Following receipt of this duly signed proposal form, the Registrar’s Office will notify the student when registration has occurred

|                           |                          |                          |
|---------------------------|--------------------------|--------------------------|
| <b>Registrar’s Office</b> | <b>Approved</b>          | <input type="checkbox"/> |
|                           | <b>Denied</b>            | <input type="checkbox"/> |
|                           | <b>Notified Advisor:</b> | <input type="checkbox"/> |
|                           | <b>Date/ Initials:</b>   |                          |