# IDS 3949 Elective Internship Academic Agreement Form

Due 4 weeks prior to the last day of classes.

*(Information can be typed or printed)*

This form is to be completed by the student in consultation with his or her Faculty Mentor. The Faculty Mentor should be someone familiar with the student and his or her program of study. The Faculty Mentor will assist the student with academic aspects of the internship such as connecting the workplace experience to relevant coursework and helping the student to refine academic goals based on the internship experience. The number of hours spent in the workplace may inform the academic workload required for the internship.

Expectations of the Faculty Mentor:

* With the student, complete the Academic Agreement Form which contains the academic expectations for the internship experience
* Meet regularly with the student to discuss experiences in the internship site and how these relate to academic coursework
* Evaluate academic assignments
* Assign a Pass/Fail grade for the academic component of the internship course (this, as well as the employer evaluation and other materials, will be evaluated by the CSC staff member who serves as Instructor of Record. The student must also meet expectations of CSC staff and the internship workplace to earn a passing grade for the course.

Faculty Mentors with questions about the IDS3949 Elective Internship and related processes should contact CSC Associate Director Vivian Senior at 620-2976.

Student’s Last Name:  First Name:  M.I:  N#:

Current E-mail address: Approved Credit Hours for Internship:

Faculty Mentor Name:       Department

E-mail address:       Phone number:

**Meeting Schedule:**

## Required Assignments:

* **Informational Interview(s):** The student must complete at least one informational interview with a colleague or supervisor. This should address the role of formal job qualifications (academic degrees, experiences, skills, etc.) in pursuing a career in this field, as well as the roles of networking, “soft skills,” and other informal paths to success. This is to be completed and reviewed in a format agreed upon by the student and faculty mentor. **Due Date(s):**
* **Academic and Career Plan:** This is to be completed near the end of the term, in a format agreed upon by the student and faculty mentor. Based on experience and knowledge gained through the internship, the student should outline one or more career trajectories and the steps the student would need to take to reach these. This plan should reflect the insights gained during the internship, such as increased awareness of the student’s strengths and weaknesses; knowledge of informal norms of evaluation, hiring, and promotion used in the student’s desired career field; understanding of more and less successful paths of professionals in this line of work, etc. **Due Date:**
* **Academic Assignment:** The student and faculty mentor will develop an assignment that will relate the methods, theories and/or concepts from the student’s program of study to experiences in the workplace. The format and focus of this assignment will vary by student and faculty mentor. **Due Date:**
* **Please note/describe any other required assignments on an additional page if necessary.**

Faculty Signature Date

Student Signature Date