Notice to Students: Undergraduate Internships

ATM 488 Internship    MAR 488 Internship    ENS 488: Internship in Environmental Studies

Internships can be a valuable way for students to gain experience in the outside world with a company, governmental organization, non-governmental organization (NGO), educational facility, etc, while still at school. Although the Director of Undergraduate Programs maintains a list of possibilities, the Career Center through Handshake provides an alternative avenue, and often students discover opportunities on their own and bring them to the Director for consideration. It is important that students make the necessary arrangements and get academic approval before the internship occurs. Retroactive requests are usually not approved, except in unusual circumstances. Internships can be paid or on volunteer basis. The main requirement is that an internship has to be relevant to your major and in addition to hard work in the field and/or office it must include an intellectual component. For example, if you work at an animal rescue center, you may pick one breed and learn how it got to the US, what was it used for originally, what are its major health issues, etc. The final piece of an internship is the reflection part, where you need to write a 5-10 page report (single-space) describing what you did what you learned from it, and how you would improve it.

You are also reminded to check the undergraduate bulletin to ensure you meet the general academic requirements of the university before you undertake an internship.

The procedure for student applicants is as follows:

In order to get credit for your internship you will need a faculty member affiliated with SoMAS to be your “instructor of record”. This is the person under whose section you will register and who will give you a grade at the end of the semester/summer. Second, you need to identify a person who will be your supervisor at the organization you intend to intern at. Third fill in the EXP+ contract form (see page 2)

All internships must have intellectual content in addition to the practical experience you will receive. Some students are fortunate to receive pay from the organization while undertaking an internship. Others do not.

Once the Undergraduate Director approves your prospectus, you should contact the SoMAS undergraduate advisor and she/he will give you permission to register for the internship under the section number of your instructor of record (or faculty advisor). THIS MUST BE DONE BEFORE THE END OF ADD/DROP. When you have permission YOU MUST GO INTO SOLAR AND REGISTER FOR THE COURSE. Typical number of credits for internship is 2 (allowed up to 6 but only 2 or 3 credits count towards the major). Typically 60 hours is equal to one credit.

You should provide a progress report to your instructor of record midway during the semester/summer.

You should submit your final report to your instructor of record no later than the last day of finals for a given semester, or by 25 August for a summer internship.

Content of the report

1. Name and address of the organization you interned with
2. Description of the organization (purpose & history)
3. Detailed description of activities you performed preferably broken down week by week (easy if you keep a journal and write progress reports)
4. Procedures that you think were done well and those you think could be improved
5. Description of events that were remarkable (good and/or bad)
6. Results in form of tables, charts, or graphs from an interview, meeting, workshop
7. General reflection on what you learned on your internship
**SoMAS EXP+ Contract**

Students may fulfill the Stony Brook Curriculum's EXP+ learning objectives through a mentored learning activity in which the student applies knowledge and skills acquired within the classroom in real-world settings and in which insights and skills developed through real-world experience enhance academic success and professional development. Successful experiential learning requires reflection, mentoring, feedback, critical analysis and synthesis.

*Note: This form should be completed by the student in close consultation with the mentor and/or supervisor.*

Student name_________________________________________ ID#_________________________________________

Student email________________________________________

Instructor of record/Mentor________________________________________

Course #_________ Section#_________ Year____

Sem: Fa___ Sp___ Sum1___ Sum 2___

Credit hours requested_________ (1 credit hour = 40 hours effort/sem)

Prerequisites completed (if applicable)__________________________________________

What additional training (if any) must student complete prior to enrollment?__________________________________________

**Project Description:** In 1-3 paragraphs describe the proposed research project, internship, or other learning experience.

**Responsibilities and Structure:** How many hours/week will you work? Who will be your primary on-site supervisor/mentor? Describe your responsibilities.

**Learning Objectives:** What skills/knowledge do you hope to gain from this experience? Check all that apply; describe briefly.

___develop problem solving skills__________________________________________

___work independently, setting goals and managing time__________________________________________

___work effectively with a team__________________________________________

___develop communication skills__________________________________________

___improve knowledge of your discipline and/or future profession__________________________________________

___acquire discipline-specific skills (e.g., computer, research skills):__________________________________________

___other:________________________________________________________________________________________

**Goals:**
1) How do you expect this activity will contribute to your development--academic, professional, intellectual, other?

2) How do you expect to contribute to the goals of the organization or project?

**Reflection:** Describe the specific forms in which you will reflect upon and record what you are learning.

1) **During the activity:** How will you record what you are doing and reflect upon what you are learning? (e.g., lab notebooks, journal, blog, emails to academic mentor)

2) **At the end of the activity:** How will you synthesize/present outcomes and reflect upon what you have learned? (Final reflection may take the form of a paper (8-10 pages), a presentation, or another substantial product that addresses: the skills developed; relevance to your academic studies; insights that changed/confirmed your future professional goals, etc.)

**Monitoring:** How will the academic mentor (and on-site supervisor if applicable) provide feedback?

1) **During the activity?**

2) **At the end of the activity?**

________________________________________________________________________
Signature of Student Date

________________________________________________________________________
Signature of Instructor of Record Date

________________________________________________________________________
Signature of UG Program Director/Coordinator Date

________________________________________________________________________
Signature of Site Supervisor (if applicable) Date