

# GNST-G 481 Internships

## Internship Checklist

- Step 1:  Find an internship location. You can earn 1-6 credits per semester (1 credit = 35 clocked hours, 3 credits = 105 clocked hours, and 6 credits = 210 clocked hours).
- Step 2:  Complete this internship packet in **FULL** with your supervisor. Make sure all questions are answered and that your supervisor signs the contract.
- Step 3:  Make sure you are clear about which semester you will be working your hours and which semester you will be registering for the GNST-G481 class.
- Step 4:  If you begin your internship experience in advance of the semester you are registering for the course, you **MUST** participate in Canvas activities during the semester you begin your internship in order to receive credit for GNST-G481 the following semester.
- Step 5:  Obtain a copy of the sexual harassment policy from the company for which you are planning to work.
- Step 6:  Make a copy of the internship packet for yourself.
- Step 7:  Deliver the original copy of the internship packet to the General Studies Office (DW3115) at least two weeks before classes begin. You can deliver the internship packet either:
- In person between 8am and 5pm Monday through Friday to room DW3115.
  - Under the DW 3115 office door in a sealed envelope outside of office hours.
  - As a pdf attachment through email to *intouch@iusb.edu*.
  - Or by U.S. Mail addressed to:
    - General Studies Degree Program
    - Indiana University South Bend
    - 1700 Mishawaka Avenue
    - PO Box 7111
    - South Bend, IN 46634-7111
- Step 8:  Await an email confirming your information packet is complete and that you are going to be authorized for GNST-G 481 Professional Internship. **ONLY** when you receive that email confirmation are you able to register for GNST-G 481. Make sure to register for the appropriate number of credits (1-6) based on the clock hours you intend to complete.



## GNST-G481 Professional Internship

*Applying classroom knowledge  
to real life experiences*

College of Liberal Arts & Sciences  
General Studies Degree Program  
Indiana University South Bend

South Bend, IN 46634

Phone: 574-520-4260

Fax: 574-520-4538

intouch@iusb.edu

bgs.iusb.edu

### WHY consider an internship? To:

- gain valuable work experience.
- explore possible career paths.
- gain contacts and network with people and organizations who may help the student in the job market.
- enhance a resume.
- earn academic credit.

### WHO is eligible to do an internship?

- Students with a minimum grade point average of 2.0.
- Students at the sophomore level.
- Approved internship application.

### WHAT qualifies as an internship?

- Any work experience that is related to a student's educational and career goals.
- The key requirement is that the internship involves a **NEW** experience. Students can earn credit for their current jobs if they are beginning a new project or activity.
- Internships may be part-time or full-time, paid or volunteer.
- Students may enroll in 1 (minimum) to 6 (maximum) credit hours per semester with a maximum of 12 credit hours toward the degree.
- For 1 credit you must work 35 hours; 3 credits = 105 hours; and 6 credits = 210 hours.
- \*\*all 12 hours cannot be at the same company (max=9 hours)\*\*

### WHERE are internship opportunities available?

- Students may find an internship sponsor.
- The course instructor may provide suggestions.
- Internship opportunities are available in the Michiana area and nation-wide.
- Internship opportunities are available in many professional areas including: criminal justice, community services, education, health, government, and private business.

### WHEN are internships completed?

- Because work experiences don't always fit in the typical academic calendar, students may begin an internship any time during the calendar year.
- Students may begin their internship hours the semester prior to registration with instructor permission, and active participation in the academic portion of the course including online assignments

### HOW does a student earn internship credit?

#### THE PROCEDURE IS AS FOLLOWS:

1. Confirm with their academic advisor that they have elective hours available. Internships satisfy upper division level elective courses for the BGS.
2. Discuss the proposed internship with the Course Instructor and obtain necessary paperwork.
3. Prior to registering for GNST-G 481, a contract between the student and their sponsor (employer) must be completed and returned to the course instructor. The contract consists of:
  - Title and brief description of the internship.
  - Questions directed to the students (e.g., Why have they chosen this organization? What do they expect to learn?)
  - Questions directed to the sponsor/supervisor (e.g., What results are expected from the intern? In what areas will the intern be expected to exercise responsibility?)
  - A mandatory copy of the sponsors' sexual harassment policy.
4. Return the completed internship packet at least 2 weeks prior to the beginning of classes.
5. When the student returns their completed contracts, the course instructor will authorize them to enroll in GNST-G 481. The student will not be able to register until they are authorized. They should receive an email confirming their internship and making them aware that the course is open. Please allow 2-3 weeks for this process.
6. During the semester, the student submits progress reports, reflections, and/or journals, and supervisor evaluations. **There are 4 mandatory meetings throughout the semester collaboratively scheduled with course instructor and students.**
7. Upon completion, students receive a grade of S (satisfactory) or F (fail). A satisfactory grade is dependent on completion of attendance and reflection requirements listed above and detailed in the course syllabus. *Students who have otherwise met the terms of the internship, but are unable to complete the required clock hours during the semester in which they are enrolled, may earn an Incomplete "I" grade and fulfill the required hours after the semester ends.*



# GNST-G 481 Professional Internship Contract

College of Liberal Arts & Sciences  
Indiana University South Bend  
South Bend, IN 46634  
Office: DW 3115  
Phone: 574-520-4260  
Fax: 574-520-4538  
intouch@iusb.edu

Name: \_\_\_\_\_ 10 Digit Student ID Number: \_\_\_\_\_

Major: \_\_\_\_\_ Number of Credits for Internship: \_\_\_\_\_

Registration Semester: \_\_\_\_\_ Add to Canvas \_\_\_\_\_ (semester)

Intern's Address: \_\_\_\_\_ Intern's Telephone: \_\_\_\_\_

Intern's E-mail address: \_\_\_\_\_

Name of Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Title and Brief Description of Proposed Internship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning Date: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

Estimated Number of Hours of Work per Week: \_\_\_\_\_

Approved by Course Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

## To be Completed by Student Intern

1. Why have you chosen?

a. This organization?

b. This position or project in particular?

2. What do you hope to take away from this internship?

a. What skills will you develop? (list)

b. What knowledge will you gain? (list)

c. What habits of mind will you create? (list)

3. Explain how you intend to develop the skills, attain the knowledge, and create the habits of mind listed above (Be as specific as possible).

### Student Agreement:

I understand that undergraduate students are required to serve 35 clock hours for each course credit hour enrolled. I understand that this contract, designated reflections, supervisor evaluations, and student progress reports, must be completed and given to the course instructor in order to receive credit for these field hours. I also understand that the course is an elective and that the final grade will be satisfactory/fail. My signature below denotes that I understand and accept the internship requirements.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## To be Completed by the Supervisor

1. What results do you want the intern to produce?
2. In what areas will the intern be expected to exercise responsibility?
3. What provisions will be made to assure supervision and staff assistance?

### **Supervisor Approval:**

Thank you for making this opportunity available to our student. Your signature below indicates that you have reviewed and approved this contract.

\_\_\_\_\_ Date \_\_\_\_\_  
Supervisor's Signature

**Please attach and sign a copy of your organization's sexual harassment policy. Students cannot register for internship credit until the Internship Director has a copy on file.**



# Internship Hours Log & Supervisor Evaluation

*Submitted after all of the required clock hours have been completed*

College of Liberal Arts & Sciences  
General Studies Degree Program  
Indiana University South Bend  
South Bend, IN 46634  
Office: DW 3115  
Phone: 574-520-4260  
Fax: 574-520-4538  
[intouch@iusb.edu](mailto:intouch@iusb.edu)  
bgs.iusb.edu

**Intern:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Number of Credit Hours Enrolled:** \_\_\_\_\_

---

**Supervisor Evaluation of Internship Process:**

Please share any comments about your experience overall with the Indiana University South Bend General Studies Internship. Comment about any aspect of the process including suggestions for improvement or acknowledgement of what worked for you and why.

# Internship Student Progress Report

To be completed and turned in by the student when all of the required clock hours have been completed.

Week of:	Hours	Description of Work Activities (Include All Professional Experiences)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

# Supervisor's Final Evaluation

To be completed by the supervisor and turned in by the student intern when all of the required clock hours have been completed.

**Intern:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

Please circle the number which most accurately describes the intern's performance in each of the following areas:

**1=Needs Improvement, 2-4 =Satisfactory, 5= Above Average**

**Work Habits and Attitudes**

Uses time efficiently and effectively.	1	2	3	4	5
Work is consistently accurate and complete.	1	2	3	4	5
Meets attendance and punctuality requirements.	1	2	3	4	5
Completes assigned tasks on time.	1	2	3	4	5
Willing and eager to learn and take on new responsibilities.	1	2	3	4	5
Is self-reliant, can complete his/her work assignments without relying on others for direction.	1	2	3	4	5
Works well with others.	1	2	3	4	5

**Work-related Knowledge and Skills**

Demonstrates acceptable knowledge of the organization and area of responsibility.	1	2	3	4	5
Problem Identification Skills	1	2	3	4	5
Judgment	1	2	3	4	5
Written Communication Skills	1	2	3	4	5
Oral Communication Skills	1	2	3	4	5
Leadership Skills	1	2	3	4	5

Comments:

**Signatures:**

**Student** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_