

Internship Information

Career Services
Aurora University
Last updated December 2018



STEPS TO SECURE AN INTERNSHIP

1. Talk with an advisor about your interest in an internship and pick up forms from Career Services.
2. Determine what you want to accomplish in your internship and how many credit hours you want/need to earn. Please see table 1 below. **NOTE:** Hours worked are necessary but not sufficient conditions to meet to determine the number of semester hours given. Most students will earn 3 or 4 semester hours for an internship.
3. Create or refine your résumé.
4. Identify internship opportunities. You can find leads through Career Services, faculty members, parents, friends, and other connections.
5. Apply for internship positions.
6. Secure, prepare, and participate in interviews.
7. Write thank you notes to everyone with whom you interviewed.
8. Ask a full-time faculty member from your academic department to serve as your faculty sponsor for your internship.
9. Once you have secured an internship, develop learning objectives with your faculty sponsor and discuss evaluation requirements.
10. Obtain appropriate signatures for internship and registration forms.
11. Turn in completed forms to Career Services. Make sure you have signed the forms and have secured the signatures of your site supervisor and faculty sponsor. Please see table 2 below for deadlines.

NOTE: Final approval of internships is determined by the Executive Director of your School/College.

TABLE #1
HOURS WORKED VERSUS SEMESTER HOURS EARNED

(Hours worked are necessary but not sufficient conditions when determining semester hours earned.)

Clock hours worked	=	Semester hour equivalent
145 on-site hours	=	3 semester hours
193 on-site hours	=	4 semester hours
242 on-site hours	=	5 semester hours
290 on-site hours	=	6 semester hours

TABLE #2
DEADLINES NOT TO MISS!

If you want an internship for:	Completed forms submitted to Career Services by:
<i>Fall</i>	<i>August 1st</i>
<i>Spring Semester</i>	<i>December 15th</i>
<i>Summer</i>	<i>May 1st</i>

LEGALESE

You're responsible for the following included but not limited to:

1. Transportation to and from interviews and your work place.
2. Any required insurance, clothing, and additional materials needed for use during the internship.
3. Background checks and tests required to secure the internship.

APPLICATION TO RECEIVE INTERNSHIP CREDIT

Student Information			
Last Name:		First Name:	
Contact Phone:	()	Alt. Phone:	()
Aurora E-mail:			
Student ID#:		Total semester hours completed:	
Primary Major:		Secondary Major:	
Minor(s):			
Student Status:	Are you an international student? Please circle one.		
	YES	NO	

Internship Site Information			
Organization Name:			
Organization Address:			
City:		State:	ZIP Code:
County:	INSTRUCTIONS FOR BELOW: If paid a stipend, please convert to hourly rate.		
Pay Status: (circle one)	PAID	UNPAID	If paid, pay per hour: \$ /hour
Site Supervisor Name:		Site Supervisor Title:	
Office Phone:	()	Site Supervisor E-mail Address:	

Faculty Sponsor Information			
Faculty Sponsor Name:		Department:	
Office Phone:	()	E-mail Address:	

Course Information							
Beginning Date:					Ending Date:		
Work Schedule:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>(List Hours work ea. Day)</i>							
Hours Work Per Week				Number of Credit Hours:			
Course Number to Assign:	Department:				Number:		

Student Name: _____

SECTION A: INTERNSHIP DESCRIPTION:

STUDENT: In the space below provide a detailed description of responsibilities, tasks, and any specific requirements you and/or the university must meet. You may attach additional sheets or description furnished by the organization if necessary.

SECTION B: LEARNING OBJECTIVES:

STUDENT: In the space below, outline what you would like to accomplish by the end of your internship experience. Objectives should address the following areas: what you want to learn about professionalism within your industry; what skills; expertise and knowledge you want to gain; and what characteristics you want to develop. You may attach additional sheets if necessary.

FACULTY SPONSOR: In collaboration with the student, please review and refine Learning Objectives.

SECTION C: EVALUATION REQUIREMENTS:

STUDENT: Propose the method by which your internship experience will be assessed by the faculty sponsor. Examples include but are not limited to: journals, portfolios, work samples, or papers.

FACULTY SPONSOR: Collaborate with student on acceptable evaluation tools. The Faculty Sponsor will use these evaluation methods to assess the degree to which the student accomplished the learning objectives and thereby assign a letter grade or CR/NCR to the internship experience.

SECTION D: OTHER INFORMATION

STUDENT AND/OR FACULTY SPONSOR: Provide any additional relevant information:

DSB&PP Students: Please attach a copy of your resume that has been reviewed by Career Services.

APPROVAL SIGNATURES:

STUDENT: Please secure first three signatures . Turn in to Career Services along with completed Registration or Change of Course forms.

FACULTY SPONSOR: By signing this form you agree to the internship experience, learning objectives, and evaluation requirements as outlined in Sections A, B, and C.

1. Student

2. Faculty Sponsor

3. Site Supervisor

4. Executive Director/Dean or Designee Signature

5. Internship Advisor/Career Services Signature

FOR OFFICE USE ONLY

Date Application Received		
At least 2.0 GPA:	At least 12 s.h. at AU:	Academic Warning:
Contact Hours/Credit Hours		
Course Number to Assign:	Department:	Number:
Course Title: Company Name	Internship at . . .	
Registrar Initials	Date Received	Date Input: