NSC 322 Internship Requirements

The purpose of the course is to allow you to engage in an experiential learning opportunity where you can apply scientific knowledge and skills to real-world work as it relates to your interests within the Natural Sciences.

Intended Outcomes

- Opportunities to put your academic learning into practice
- Immersion in a career-related work environment
- Increased professional skills
- Enhanced ability to recognize preferences and abilities and match them with appropriate career-related choices

Earning Course Credit for an Internship

To ensure that you receive credit for your internship or research experience, you must follow the procedures listed below. Please note that this course is restricted to College of Natural Sciences students only.

Step 1: Secure an Internship
You must intern for a minimum of 120 hours during the fall semester. An internship must be secured prior to enrollment of the course. If you do not secure an internship for the semester in which you are enrolled you will not be able to take the course.

Step 2: Complete Internship Application & Upload Offer Letter
Every student interested in taking the internship course will need to complete the online application on our website. Within the application, you will be required to provide documentation of your internship by including a copy of your offer letter. We will need a letter from your internship site, on the company's letterhead, that lists:

- Name and contact information (phone and email address) of your internship supervisor
- Specific beginning and end dates of the internship
- Number of hours of work per week (verification that you will meet 120 hours)
- Pay rate for the position (if unpaid this must be indicated), and a description of what you will be doing during your internship

For all semesters, students will need to submit this form, along with the online application, prior to being enrolled in the course.

Step 3: Register for the Internship Course
This course is restricted and you must receive approval from the Career Services office prior to being enrolled in the course. You will not be able to receive retroactive credit. This means that you must perform your internship concurrently with the internship course you are registered for.
• **Spring Internship:** Students interning during the spring semester will register for spring semester course credit.

• **Summer Internship:** Students interning during the summer semester will register for summer semester course credit.

• **Fall Internship:** Students interning during the fall semester will register for fall semester course credit.

**Step 4: Attend an Internship Information Session in the Career Services Office**
You are required to attend one information session before starting the internship course. You will be able to sign up for this information session when you submit your original application. You must attend a session before you can begin your internship.

**Step 5: Agreement Form: Signed by You & Supervisor**
Using the links provided on Canvas, you and your supervisor will be required to electronically sign an agreement form. The forms will serve to ensure that both you and your supervisor understand your role and expectations and what constitutes a legitimate internship experience. **NOTE: You are responsible for disseminating the agreement form link to your supervisor.**

**Step 6: Read Your Email and Check Canvas**
Keep up to date with all email correspondence and Canvas announcements from your Internship Instructor regarding your internship and course progress.

**Step 7: Perform Your Internship**
You must intern for a minimum of 120 hours during the semester. Any hours worked in a previous semester will not count toward fulfilling this requirement.

**Step 8: Complete All Assignments Throughout Your Internship**
Your Internship Instructor will provide you with detailed requirements for all your journal entries and additional assignments. Each assignment is due by 11:59pm on its respective due date. Note that students may not submit journal entries ahead of time – they must be submitted weekly.

**Step 9: Have Your Supervisor Complete the Supervisor Evaluation**
To ensure that you earn course credit for your internship, your supervisor will be asked to document the number of hours you worked, and to provide feedback on your performance. This will occur using a secure, online survey. A survey link will be placed on Canvas and you will need to email it to your supervisor no later than two weeks before the due date in your syllabus. The supervisor evaluation is due on the same day as the final reflection paper. If your supervisor does not complete the evaluation, you will fail the internship course. Remind your supervisor to complete the evaluation by the due date. You cannot earn course credit without it. This is an opportunity for you to learn how to manage your manager!
How is the Internship Course Graded?

The internship course is graded on a pass/fail basis, based on the successful completion of your internship and submission of the required assignments via Canvas. Grades will be posted online, along with all of your other course grades, at the end of the semester. A grade of “CR” will be given to those students meet all course requirements. A grade of “F” will be given to those students who do not fulfill all of the course requirements.

Requirements

- **Work Hours:** You must intern for a minimum of 120 hours during the semester. No credit will be given if you have worked fewer than these by the due date of your final assignments.
- **Journal Entries:** This is a record of what you do and learn on the job.
- **Internship Site Survey:** This will provide a document that future prospective interns can examine in order to learn more about the company. Because others may see this information, it is important that you not include any confidential information about the company for whom you are working.
- **Research Paper:** This paper will allow you to conduct important research on a particular issue affecting your company and/or industry.
- **Resume:** Updating your resume while you’re still in the midst of a position is a great way to ensure that you accurately record all your responsibilities.
- **Informational Interview:** Conducting an informational interview is a terrific way to network and learn more about your potential career path.
- **Academic Connection Paper:** This paper will help you better understand how your coursework relates to the real world and how you can employ those skills on the job.
- **Final Reflection Paper:** This paper is designed to help you integrate everything you learn during your internship.
- **Supervisor Evaluation:** This must be completed by your supervisor at or near the end of your internship. **It is your responsibility to ensure that your supervisor completes the evaluation by the due date on the syllabus.**

When Does the Class Meet?

To avoid causing time conflicts when registering for other courses, the internship course has no official day and time associated with it and will be administered online through Canvas. Once you have registered for the course, you will receive an email inviting you to attend a required information session prior to the start of your internship.

International Students

If you are an international student and you follow all of the necessary steps to earn course credit for your internship, you may receive F-1 employment authorization (**Curricular Practical Training**, or CPT) for one internship experience. To apply for Curricular Practical Training, obtain the signature of your academic advisor on the **CPT Recommendation Form** after receiving approval for your internship. For information about work authorization, please refer to the **International Student and Scholar Services (ISSS) website** or contact ISSS at 512-471-2477.