

Hart Career Center, Illinois Wesleyan University
Intent to Participate in an Academic Internship

Name _____ Address, City _____

Major _____ Minor _____ Class: F S J Sr Graduation date _____

Academic Advisor _____ Student Phone _____

IMPORTANT: Students will not be permitted to register for an academic internship until an *Intent to Participate in an Academic Internship* form has been submitted to the Hart Career Center. Students should be reminded that the faculty supervisor directly oversees and grades the internship assignment and, therefore, must be from the department or school that most appropriately fits the academic focus of the internship. **Also note that the *Internship Learning Contract* - based on an agreement between the student, on-site supervisor and faculty supervisor - must be completed and filed with the Hart Career Center before the last day to add a class.**

STEP I: To be completed by **student**.

I wish to participate in an academic internship through the _____ department/school during

Fall 20____, Spring 20____, May Term 20____, Summer 20____

The following courses and/or work experiences have helped prepare me for an internship: _____

The following identifies what I wish to learn from participating in an internship and how this learning would contribute to my current course of studies: (Attach additional sheet, as necessary)

I am aware of or have applied to the following internship opportunities that might match my goals: _____

Return to this portion after STEP 2 is completed.

My signature below indicates that I understand the procedures for seeking academic credit for an internship experience and the requirements expected of me as described by my prospective faculty supervisor.

Student Signature _____ Date _____

After completion of STEP 1, make an appointment to discuss your internship interests and academic/career goals with a potential faculty supervisor. Many academic departments/schools will have a designated internship coordinator. If none exists or if you need help in identifying a potential supervisor, consult your academic advisor or the IWU Internship Coordinator at the Hart Career Center.

STEP 2: To be completed by the **prospective faculty supervisor**.

I agree to assist the student with the development of his/her Internship Learning Contract.

I have informed the student of the requirements needed for academic credit or provided written departmental/school guidelines. The following prerequisites have been discussed:

I recommend that the student seek internship preparation and site opportunities through the Career Center.

I have suggested the following internship opportunities to this student: _____

Faculty Supervisor _____ Signature _____ Date _____
(Please print)

STEP 3: To be completed by the **IWU Internship Coordinator** when needed.

This section should be completed if student is advised or chooses to seek additional help from the Career Center.

I would suggest that this student participate in the following activities in preparation for the internship search process:

- Engage in several self-assessment exercises.
- Research available internship opportunities.
- Attend a resume writing seminar or feedback session.
- Complete a mock interview.

I have suggested the following internship opportunities to this student: _____

Internship Coordinator Signature _____ Date _____

STEP 4: Submit completed form to the Hart Career Center, Minor Myers jr Welcome Center.

Copies will be sent to: 1) Student, 2) Prospective Faculty Supervisor

STEP 5: Pursue specific internship opportunities. Interview with the internship organization(s) as appropriate.

Advise your interviewer that you will be requesting academic credit for the experience, should you receive the position. Keep your prospective faculty supervisor apprised of your progress.

STEP 6: Confirm offer and internship requirements. Make arrangements for you, your prospective faculty supervisor, and prospective on-site supervisor to meet and confirm the conditions for the internship. Ideally, an on-site conference is preferred for this initial meeting; however, due to travel or time constraints, this conference could take place via telephone.

STEP 7: Complete the Internship Learning Contract. This form may be obtained from the Hart Career Center, downloaded from the Career Center website, or from most academic departments/schools. Remember, the Learning Contract must be filed with the Career Center before the last day to add a class. The Career Center will then notify the Registrar to enroll you in the appropriate Internship course.

For a detailed outline of requirements, review "*Procedures for Establishing Internships for Academic Credit*" available at the Hart Career Center and on the Career Center website.

For Office use Only: To Student _____ To Faculty _____
CC7/08 Date/Initials Date/Initials