

Individual Academic Internship Learning Contract

Bethel University

ALL REQUESTED INFORMATION MUST BE PROVIDED BEFORE THIS FORM WILL BE PROCESSED.

Name: _____ ID#: _____ Class: Junior Senior

Email: _____ P.O. #: _____ Phone: _____

Cum GPA: _____ Major GPA: _____ Sponsoring Department _____

Academic Discipline of Internship: _____ Organization: _____

Organization Address: _____

Site Supervisor's Name: _____ Phone: _____

Site Supervisor's Title: _____ Email: _____

Internship Term (mark one): Fall Interim Spring Summer Start Date: _____ End Date: _____

Please check the requirements of your program before selecting.

Credits (mark one): 1 (minimum 45 hours) 2 (minimum 90 hours) 3 (minimum 135 hours) 4 (minimum 180 hours)

Pay Rate: _____ Hours/week: _____ Total Hours to be spent at site: _____
(if applicable)

Learning Objectives Skills, competencies you intend to learn/improve:	Strategies/Resources/ Tasks Your plan to achieve learning objectives:*
1.	1.
2.	2.
3.	3.
4.	4.

*** A SEPARATE DOCUMENT WITH A DESCRIPTION OF THE INTERNSHIP DUTIES MUST BE PROVIDED ALONG WITH THIS INTERNSHIP CONTRACT ***

I have discussed and negotiated with the student the in-site learning component as indicated in this Learning Contract. I am able to support and facilitate the learning objectives and strategies/resources/tasks of this learning contract.

 Site Supervisor Signature

 Date

I have discussed and negotiated with the appropriate individuals the details of the learning contract. The components of each section meet or exceed the requirements for an academic internship as defined by Bethel University.

 Student Signature

 Date

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APPROVED BY:

Faculty Supervisor (printed)

Date

Faculty Supervisor (signature)

Date

Academic Advisor (signature)

Date

Department Chair (signature)

Date

(For international internships only)

Associate Dean for Off-Campus Programs (signature)

Date

Instructions

1. Complete this form and secure signatures of approval from Faculty Supervisor, Site Supervisor, Academic Advisor, and Department Chairperson.
2. Include a separate document with a description of your internship duties by attaching to this form or, if submitting online, adding an attachment to your submission email to cas-registrar@bethel.edu.
- 3a. **If the internship is a scheduled course:** Register for the course, then complete this form and submit to the Registrar's Office.
- 3b. **If the internship is not a scheduled course:** Complete this form and submit to the Registrar's Office. Upon approval, you will be automatically registered for this course.
4. Distribution of the forms by the Registrar is as follows:
 - (a) Student file in Registrar's Office
 - (b) Student
 - (c) Faculty Supervisor
5. This completed form is due to the Registrar's Office no later than:
 - October 1 for fall term internship
 - March 1 for spring term internship
 - June 15 for summer term internship
6. If this Internship increases your course load beyond 18 hours, overload tuition will be charged. See Finances section of the Catalog.

Official Use Only

Registrar Signature _____ Date _____ Approved Disapproved

Term _____ Course Number _____ Section Number _____ Credits _____

An academic internship is preferably an off-campus learning/practicing experience in which the student explores and/or applies a body of knowledge and skill in a structured non-classroom setting. It can take place in many settings. It can make use of almost every knowledge and skill area in Bethel's curriculum.

1. An acceptable internship is one which expects the student to:
 - a. Explore career aspirations and make deliberate application of one's academic knowledge and skills
 - b. Continue to learn as stimulated by the problems and issues encountered
 - c. Grow in one's personal maturity and confidence in one's abilities
 - d. Develop empathy with and understanding of persons, groups, and settings typically not encountered on campus
2. The proposed internship must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within the existing course structure.
3. Students may register for an internship in either a course-based internship through an academic department or as an individual internship.
 - a. If the internship is to be completed in the context of a course, the students must register for the internship course through the standard registration process. To remain enrolled in the internship class, all required paperwork is due to the faculty member no later than:
 - October 1 for fall term internships
 - Interim add/drop deadline for interim internships
 - March 1 for spring term internships
 - June 15 for summer term internships

*A faculty member may set an earlier deadline in his/her course.
 - b. If the internship is to be completed as an individual internship, all of the completed paperwork is due to the Registrar's Office as follows:
 - October 1 for fall internships
 - Interim add/drop deadline for interim internships
 - March 1 for spring term internships
 - June 15 for summer term internships

4. If the internship is at an international site, the student must complete required activities in the Office of Off Campus Programs/International Studies office and obtain approval from the Associate Dean of Off Campus Programs. The Associate Dean of Off Campus Program's signature on the internship form indicates approval.
5. The internship is conducted under joint supervision of a Bethel faculty member and an on-site supervisor. Both parties agree on the specific objectives by the end of the first 1/3 of the term of the internship. Both parties will stay in touch during the internship, if required, and at the end of the internship experience. There should be a plan for on-going processing of the experience (log, weekly meetings, etc.). If the internship is completed as an individual internship, it is expected that the Bethel Faculty supervisor will interact at least bi-weekly with the student.
6. The internship may be part-time or full-time and may be salaried or non-salaried. Routine jobs or work which repeats previous experience do not qualify for an academic-credit internship. The work must provide an opportunity to meet academic/educational objectives.
7. The student must meet the following criteria:
 - a. Declared major or minor in the department of the internship being proposed
 - b. Junior or senior standing
 - c. Minimum of 10 credit hours completed in the department
 - d. Minimum cumulative GPA of 2.00 and a 2.25 GPA in the major (individual departments may require a higher GPA)
 - e. Meet additional criteria as established by each department.
8. An internship may be from 1 to 4 credits.
9. Each internship credit requires a minimum of 45 on site hours at the internship site. (3 credits = 135 hours, 4 credits = 180 hours)
10. A maximum of 9 credits in internships may be taken within the 122 credits required for graduation. Each, separate internship must have goals and objectives different than the prior ones taken for credit.
11. Internships are graded S/U (see university catalog under Grading System)
12. This policy identifies minimum university-wide requirements. Departments may choose to supplement this with additional requirements.