

Record Form: Academic Internships

Guidelines for Academic Internships

On February 17, 2005, the Georgetown College faculty passed the Guidelines for Academic Internships, which can be found in the Academic Procedures Manual and online at the Academic Programs web site. The Guidelines include the following passage about the responsibility of faculty advisors:

“Faculty advisors must submit a record of a completed internship course to the Provost’s office. This record should include the department chair approval of the internship, the course syllabus, and a summary of the requirements completed by the student. This record will be the basis for determining compensation for faculty advisors.”

This form is designed to standardize and facilitate the reporting of the completion of academic internships. The form will be emailed to all faculty supervising academic internships and will be available on the Academic Programs web site and on Forms R Us.

Process:

1. Students will follow the application procedures for internships outlined by the internship office (see <http://interns.georgetowncollege.edu/interns/index.htm>).
2. The application form will be sent to the department chair for approval, and a copy will be filed in the Provost’s office.
3. The faculty internship advisor will follow the guidelines for internships established by his/her department; those departmental guidelines must be consistent with the guidelines established by the faculty.
4. At the end of the semester, the faculty member will submit this form to the Provost’s Office, as stipulated in the Internship Guidelines.
5. Credit toward compensation will be recorded by the Provost’s Office as long as the Internship Guidelines have been followed.
6. The Record Form for Academic Internships should be received in the Provost’s Office by the time grades are due for the internship.
7. The submission of the form is not necessary in instances when enrollment in a department’s internship has resulted in the internship becoming a class that is part of the faculty member’s standard load.

Record Form: Academic Internships

Student Name:	Faculty Internship Advisor:
Department:	Course number: Semester/Year:
<i>I affirm that the student named above has successfully completed an academic internship that is in accordance with the guidelines established by the Georgetown College Faculty.</i>	
Signature of Faculty Advisor:	
<i>I affirm that this academic internship has met my approval and meets all guidelines established by the department.</i>	
Signature of Department Chair:	

Course Syllabus:

Please attach a copy of the course syllabus. According to the Guidelines for Academic Internships, this syllabus “must a) specify the requirements for earning credit and how to document them; b) make assignments that allow the student to analyze his or her experiences as they unfold; and c) require a paper in which the student reflects upon the internship.”

Summary of Requirements Completed by the Student:

Georgetown College policy expects a student to work or meet in class for 50 hours for every hour of academic credit. Please summarize below the activities required in the syllabus that were successfully completed by the student; also indicate any substitutions that might have been made for requirements stipulated in the syllabus.