

New England College
INTERNSHIP CONTRACT

Guidelines

An Internship is an academic course taking place in a work-like setting. It allows for the application of concepts learned in the classroom and is, in fact, an application and extension of classroom learning. An Internship is and should be an academic experience. An Internship may be awarded from 4 (four) to 16 (sixteen) credits. The amount of credit awarded is in relation to time spent on site, faculty/student contact hours, papers, etc. Students may present for graduation no more than a total of 12 (twelve) credits in Directed and Independent Study; a total of 16 (sixteen) credits for Internships; and a combination of no more than 28 (twenty-eight) credits for Directed Study, Independent Study and Internships. Tuition charges for Internships will be assessed at the same rate as regular classroom courses.

Below are guidelines that should be used with establishing credits and hours on site for an internship.

Credits	Hours on site
16 credits	524 hours
12 credits	393 hours
8 credits	262 hours
4 credits	131 hours

Contracts must be typed or printed legibly

Eligibility and Registration

Students registering for an Internship must:

- normally have earned a minimum of 32 credits at New England College (exceptions can be petitioned) (please include your college transcript);
- be in good academic standing (meeting both College-wide standards and those specific to the major);
- have a full-time faculty sponsor in the discipline for which credits for the internship will be awarded (exceptions can be petitioned);
- exhibit emotional maturity and a strong sense of responsibility;
- submit to the faculty sponsor and on-site supervisor a brief resume prior to the beginning of the semester in which the internship is being conducted;
- submit the completed forms with all necessary signatures and attachments to Keri Bresaw, Academic Affairs Office, Administration Building, 1st floor at 15 Main Street, no later than the end of add/drop** (exceptions can be petitioned);
- submit an unofficial copy of your transcript

Name _____ Faculty Sponsor _____

ID# _____ NEC Box# _____ Faculty NEC Box# _____

Student's Cell # _____ Internship Organization _____

Major _____ Internship Address _____

Minor _____ On-Site Supervisor _____

Grade Mode: P/NR Letter Grade Supervisor's Phone # _____

Dates of Internship: From _____ To _____

COURSE PREFIX: _____ 4910

Of Credits _____

Hours per week _____

OFFICE USE ONLY	
Total credits _____	Previous credits earned _____
CGPA _____	of DS _____
CGPA needed for _____	of IS _____
major _____	of Int _____

The following sections should be developed in consultation with your college supervisor and on-site supervisor.

I. JOB DESCRIPTION

Describe in detail your role and responsibilities while on your Internship. List duties, projects to be completed, and deadlines, etc. if relevant.

II. SUPERVISION

Describe in detail the supervision to be provided by the on-site supervisor and college supervisor. What kind of instruction, assistance, consultation, etc., you will receive and from whom will you receive it?

III. LEARNING OBJECTIVE

What do you intend to learn through this experience? What do you want to know or be able to do as a result of being involved in this internship? Be specific. Try to use concrete, measurable terms.

LEARNING ACTIVITIES

(1) On-the-job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

(2) Off-the-job: List reading, writing, contact with faculty sponsor, peer group, discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

V. EVALUATION

How will you know what you have learned or that you have achieved your learning objectives? Who will evaluate you on the job? How will your grade be determined? Be specific as to projects or research papers and percentage assigned to each. Percentages must add up to 100%.

AGREEMENT: This contract may be terminated or amended by student, faculty sponsor, or Internship supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student's signature _____ Date _____
Email _____

Internship Supervisor's Signature _____ Date _____
Email _____

Faculty Sponsor's Signature _____ Date _____
Email _____

FOR OFFICE USE ONLY

Collegium Chair's or
Division Dean's Signature _____
Date _____