

<input type="radio"/> Directed Study <i>Please check one of the above.</i>	<input type="radio"/> Independent Study	<input type="radio"/> Internship
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### CONTRACT DEFINITIONS, GUIDELINES AND INSTRUCTIONS

#### DEFINITIONS

**DIRECTED STUDY (DS):** An academic tutorial course that allows a student to do an in-depth study with a faculty member in an area of mutual interest. Students will meet weekly with the faculty member.

**INDEPENDENT STUDY (IS):** An academic course that allows a student to do an in-depth study in an area of interest. Students will work primarily on their own with minimum support and guidance from the faculty sponsor.

**INTERNSHIP (INT):** 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 1 (one) to 16 (sixteen) credits. The amount of credit awarded is in relation to time spent on site, faculty/student contact hours, papers, etc.

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

Credits	Hours on site
16 credits	720 hours
12 credits	540 hours
8 credits	360 hours
4 credits	180 hours (1 credit x 45 hours)

#### GUIDELINES FOR STUDENT CONTRACTS

1. Directed/Independent Study courses may not duplicate courses offered on a semester or yearly basis.
2. Directed/Independent Study courses may not be for more than 4 (four) credits
3. Internship courses may not be for more than 16 (sixteen) credits
4. Students may present for graduation no more than a total of 12 (twelve) credits for Directed/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 combined

#### DIRECTED STUDY ELIGIBILITY AND REGISTRATION

Students registering for Directed Study must:

1. be of at least sophomore standing (30 or more credits)
2. have a cumulative GPA of at least 2.5

#### INDEPENDENT STUDY ELIGIBILITY AND REGISTRATION

Students registering for Independent Study must:

1. be of junior or senior standing (earned 60 credits or more)
2. have a cumulative grade point average of at least 3.0 in the major

#### INTERNSHIP ELIGIBILITY AND REGISTRATION

Students registering for Internship Credit must:

1. normally have earned a minimum of 32 credits at New England College (exceptions can be petitioned)
2. be in good academic standing (meeting both College-wide standards and those specific to the major);
3. have a full-time faculty sponsor in the discipline for which credits for the internship will be awarded (exceptions can be petitioned);
4. exhibit emotional maturity and a strong sense of responsibility;
5. 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;

#### ALL STUDENTS REGISTERING FOR DS/IS/INT CREDIT **MUST:**

1. have no record of having been officially reported for cheating or plagiarism
2. have a faculty instructor/sponsor
3. complete the Student Contract form in its entirety
4. obtain all necessary approvals and/or signatures
5. submit an unofficial copy of your transcript
6. submit the completed forms to Associate Dean prior to the start of the contract, no later than add/drop, (exceptions can be petitioned)

#### OFFICE USE ONLY

Total credits _____	Previous credits earned _____
CGPA _____	of DS _____
CGPA needed for major _____	of IS _____
	of INT _____
AA REP: _____	Date: _____

-----OFFICE USE ONLY-----

**Student's Last Name/First Name:**

**ELIGIBILITY QUESTIONNAIRE:**

1. How many credits have you earned (from your NEC transcript)? \_\_\_\_\_
2. Does this course require more than 4 credits to be earned? \_\_\_\_\_
3. How many total DS/IS/INT credits are on your transcript? \_\_\_\_\_
4. Do you meet the minimum GPA? \_\_\_\_\_

**STUDENT INFORMATION:**

Name: \_\_\_\_\_ ID# \_\_\_\_\_ NEC Box # \_\_\_\_\_

Cell Phone# \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Email Address: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

**Course Information:** *Course Prefix/ Course Number* \_\_\_\_\_ (Directed/Independent Study) *Course Prefix* \_\_\_\_\_ 4910 INT

# of Credits: \_\_\_\_\_ Course Title: \_\_\_\_\_

Year/Semester Course will be taken: Year \_\_\_\_\_ ☐ Fall ☐ Spring ☐ J-Term ☐ Summer I ☐ Summer II**INTERNSHIP INFORMATION:**

Internship Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Internship Website (if available): \_\_\_\_\_

Internship Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grading Mode: Letter Grade Pass/No Record

**FACULTY INFORMATION:**

Instructor/Sponsor: \_\_\_\_\_ Instructor's NEC Box # \_\_\_\_\_ NEC Extension \_\_\_\_\_

Instructor's email address: \_\_\_\_\_ Office Hours: \_\_\_\_\_

If there is to be a regular meeting, Time: \_\_\_\_\_ Place: \_\_\_\_\_

**Faculty Questions:**

1. Is this course offered on a semester or yearly basis? \_\_\_\_\_
2. Does the student need this course to graduate? \_\_\_\_\_

**CONTRACT EXCEPTIONS:**

If the student contract does not meet minimum requirements, but is still critical to meeting student academic success, please explain exception and why approval should be granted:

**COURSE INFORMATION:**

**1. OBJECTIVES:**

What do you plan to learn through this experience? Be very specific. INTERNSHIPS: 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.

**2. METHODOLOGY:**

How do you plan to accomplish these objectives? Include preliminary reading list and course outline. Or attach syllabus.

**3. EVALUATION:**

How will you be evaluated? Be specific as to projects or research papers and relative weights assigned to each – be sure the numbers add up to 100 percent.

Weight %:	Description:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments:

**INTERNSHIPS ONLY:** The following sections should be developed in consultation with your Faculty Sponsor and On-Site Supervisor.

#### **4. JOB DESCRIPTION**

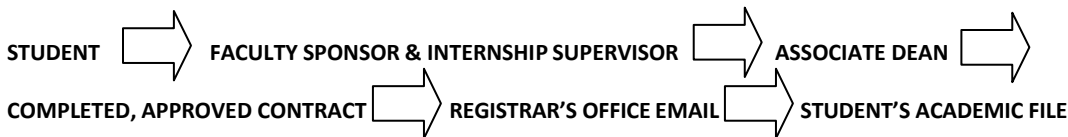
Describe in detail your role and responsibilities while on your Internship. List duties, projects to be completed, and deadlines, etc. if relevant.

#### **5. 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?

**COMPLETION CHECKLIST:*****All boxes must be checked***

1. NEC Transcripts Attached  
(See directions for obtaining transcripts on last page)
2. Objectives, Methodology and Evaluation Questions 1-3 Completed  
(Syllabus may be substituted)
3. Job Description and Supervision Questions 4-5 Completed  
(Internships only)
4. Syllabus attached
5. Faculty Sponsor Approval
6. Internship Supervisor Approval  
(Internships only)
7. Associate Dean Approval

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☐**APPROVAL FLOW CHART**

1. Student completes all contract requirements: questionnaire, checklist, student/faculty sponsor/course information and course requirements
2. Student works with faculty sponsor and Internship supervisor (INT only) to make any changes and get internship supervisor contract approval; if contract does not meet requirements, faculty sponsor returns to student to correct and resubmit
3. Student emails completed contract to faculty sponsor email, attaching transcripts (required) and syllabus (optional)
4. Faculty sponsor reviews form and ensures that student has filled out correctly; if so, emails faculty sponsor-approved contract to appropriate Associate Dean based on course prefix.
5. The Associate Dean reviews and approves student contract after his/her Administrative Assistant checks credit maximums, GPA, and course schedule to ensure the course is not/will not be offered. If contract does not meet requirements, Associate Dean returns to faculty sponsor and/or student to correct and resubmit
6. Completed, approved contracts should be emailed by the Associate Dean's Administrative Assistant to [registrarsoffice@nec.edu](mailto:registrarsoffice@nec.edu); emails received from Associate Dean mailboxes will be considered electronically approved
7. Approved contract will be placed on file with the registrar's office and electronic copies will be distributed to the NEC and Internship Supervisor's emails as required

**SIGNATURE APPROVALS (or email approval included):**

Student: _____	Date _____	Email Approval _____
Faculty Sponsor: _____	Date _____	Email Approval _____
INT Supervisor: _____	Date _____	Email Approval _____
Associate Dean: _____	Date _____	Email Approval _____

### **ASSOCIATE DEAN APPROVAL:**

To find out which Associate Dean is responsible for final approval of the contract, refer to the course prefix:

MANAGEMENT DIVISION = **AC, BU, CT, EC, GD, SM**

**Erin Wilkinson Hartung** – Lyons Center 221

[EWilkinsonHartung@nec.edu](mailto:EWilkinsonHartung@nec.edu)

Administrative Assistant: **Susan Martin**

EDUCATION DIVISION= **ED, KI, OE, PE**

**Patricia Corbett** – CEI 208

[pcorbett@nec.edu](mailto:pcorbett@nec.edu)

Administrative Assistant: **Katie Coe**

ARTS & HUMANITIES DIVISION = **AR, AB, CJ, CO, EN, ESL, FR, HS, IT, LS, LAS, MCH, MU, PA, PL, PO, SP, TH, WR, WS**

**James Walsh** – Spaulding 102

[jwalsh@nec.edu](mailto:jwalsh@nec.edu)

Administrative Assistant: **Kelly Holmes**

NATURAL & SOCIAL SCIENCES DIVISION = **BI, CH, ES, HSC, MT, PH, PS, SO, SW**

**Deb Dunlop** – Science Building 213C

[ddunlop@nec.edu](mailto:ddunlop@nec.edu)

Administrative Assistant: **Susan Martin**

### **Course Prefix:**

AC	Accounting	KI	Kinesiology
AR	Art	LS	Legal Studies
AB	Arabic	LAS	Liberal Arts & Sciences
BI	Biology	MCH	Mandarin Chinese
BU	Business Administration	MT	Mathematics
CH	Chemistry	MU	Music
CJ	Criminal Justice	OE	Outdoor Education
CO	Communications	PA	Philosophy
CT	Computer Technology	PE	Physical Education
EC	Economics	PH	Physics
ED	Education	PO	Political Science
EN	English	PS	Psychology
ES	Environmental Science	SM	Sport Management
ESL	English as a Second Language	SO	Sociology
FR	French	SP	Spanish
GD	Game & Digital Media Design	SW	Social Work
HS	History	TH	Theatre
HSC	Health Science	WR	Writing
PL	Integrative Studies (Philosophy & Literature)	WS	Women's Studies
IT	Italian		

### **APPROVED COPY DISTRIBUTION (HARDCOPY WITH TRANSCRIPTS)**

Registrar (Original)      Associate Dean (Hard Copy)

### **APPROVED COPY ELECTRONIC DISTRIBUTION (DO NOT INCLUDE TRANSCRIPTS)**

Student    Faculty Sponsor    CLP Office and Internship Supervisor (Internships Only)

To Access your Academic Transcript please go to the NEC web page: <http://www.nec.edu/>

And click on **Students, Faculty, & Staff** located under the search bar.

And click on **MYNEC** button in the body of the web page.

Then follow the steps listed below:

**1) Click on:**

[Enter Secure Area to Access Student and Faculty Services](#)

**2) Enter:**

User Login	
User ID: <input type="text"/>	(your <b>User ID</b> is your student identification number)
PIN: <input type="text"/>	
<input type="button" value="Login"/>	<input data-bbox="305 827 444 884" type="button" value="Forgot PIN?"/>

**3) Click on:**

[FERPA Declaration, Student Services & Financial Aid](#)

**4) Click on:**

[Student Records](#)

**5) Click on:**

[Academic Transcript](#)