

INTERNSHIP PROPOSAL



Instructions: Complete all requested fillable areas in sections 1-3. Review Section 4: Description & Objectives Statement section for further information regarding required supporting materials. Print completed form and obtain approval & signatures in order listed in section 5. Submit completed and signed form along with supporting materials to Registrar's Office for final approval and processing. Incomplete proposals will not be accepted.

Registrar's Office | registrar@augie.edu | 605.274.4121

SECTION 1: STUDENT INFORMATION

FIRST NAME: _____ LAST NAME: _____ AUGUSTANA ID: _____
CLASS: _____ GRADUATION TERM: _____ AUGUSTANA EMAIL: _____ @ole.augie.edu

SECTION 2: INTERNSHIP HOST SITE INFORMATION

SUPERVISOR'S NAME: _____ SUPERVISOR'S TITLE: _____
COMPANY NAME: _____ DEPARTMENT: _____
PHONE NUMBER: _____ EMAIL: _____
ADDRESS: _____ CITY, STATE, ZIP: _____

SECTION 3: INTERNSHIP COURSE INFORMATION

DEPARTMENT/COURSE NUMBER: _____ SEMESTER CREDIT HOURS: _____ TERM: _____
GRADING SYSTEM *To be completed by Faculty Internship Supervisor - circle option and initial:* S/U ABCDF INITIAL: _____

SECTION 4: DESCRIPTION & OBJECTIVES STATEMENT

In addition to this form, please provide a one or two-page description of the proposed experience. Include a description of the setting for the internship, the project advisor's position, and the relationship of the internship to your career objective or academic major. It should also include the following:

- 1. OUTCOMES:** What knowledge, skills, and competencies do you expect to learn given your career goals or academic major?
- 2. ACTIVITIES:** What activities do you plan to use to achieve each of your outcomes? (Relate each activity to a specific outcome.)
- 3. EVALUATION:** Describe the methods you will use to demonstrate the outcomes proposed have been achieved. This will serve as the basis for your grade and may include:
 - **BACKGROUND READING** List book chapters, articles, materials, or readings assigned as preparation for this internship to provide theoretical background for your experiential learning.
 - **WRITTEN EXERCISES** List written exercises which will be a part of the internship. Include the writing assignment you will do to record the daily learning process, as well as your summary paper which reflects upon your experience.
 - **FACULTY CONFERENCES** A minimum of two conferences with the faculty internship advisor are required.
 - **OTHER ACTIVITIES** Internship supervisors often meet with students to complete a performance evaluation at the end of the internship. Your faculty internship advisors will have valuable recommendations to maximize your internship experience.

SECTION 5: AGREEMENT & APPROVAL

Student Agreement: I recognize that there are dangers and risks to which I may be exposed by participating in this internship. Knowing the risks, and in consideration of being permitted to participate in the internship, I agree to assume all the risks and responsibilities surrounding my participation in the internship. To the maximum extent permitted by law, I release and indemnify Augustana, its employees and Trustees from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the internship, including travel to and from and related thereto. I have medical insurance to meet any medical needs while I participate in the internship. If any term of this waiver and indemnification is deemed unenforceable, the validity of the remaining terms shall not be affected. I hereby acknowledge that I have read and understand this agreement.

STUDENT SIGNATURE: _____ DATE: _____

ACADEMIC ADVISOR SIGNATURE: _____ DATE: _____

ACADEMIC ADVISOR PRINTED NAME: _____ DEPARTMENT: _____

FACULTY INTERNSHIP ADVISOR SIGNATURE*: _____ DATE: _____

*Faculty Internship Advisor completes Grading System field in Section 3 before submitting

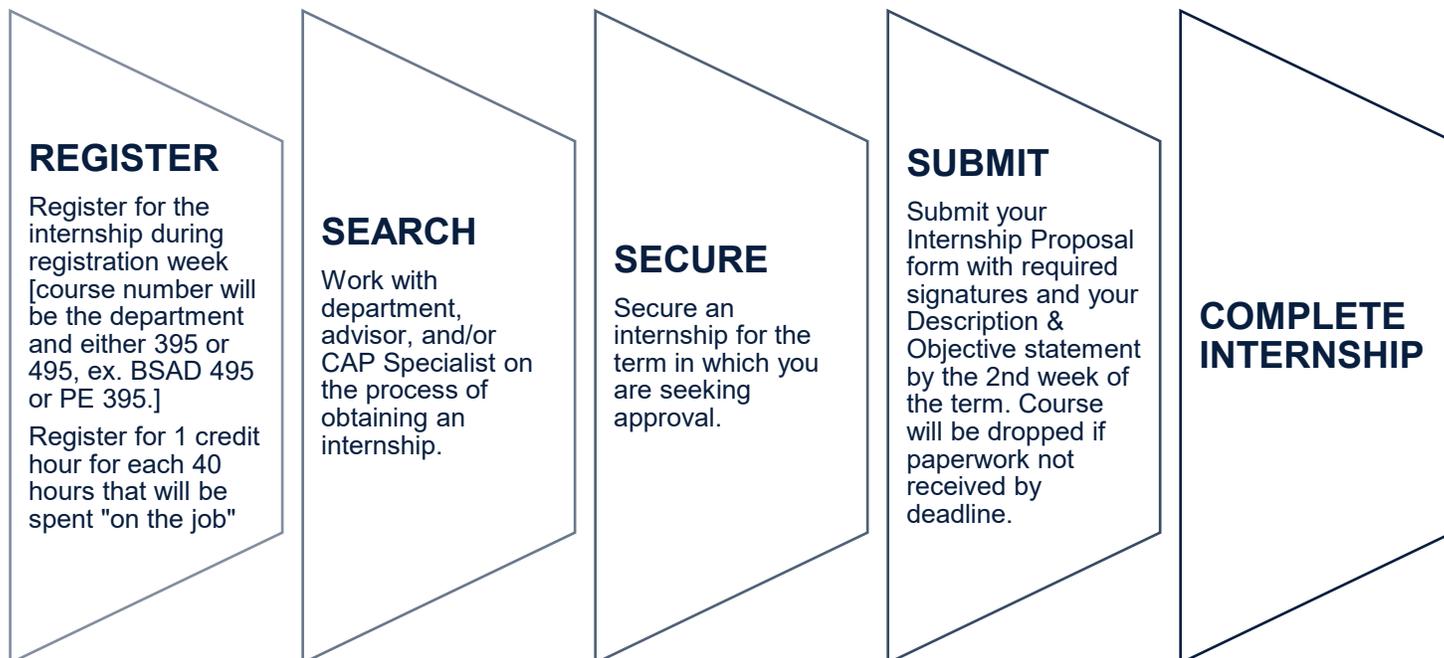
FACULTY INTERNSHIP ADVISOR PRINTED NAME: _____ DEPARTMENT: _____

REGISTRAR'S SIGNATURE: _____ DATE: _____

INTERNSHIP POLICY

A student at Augustana University may take up to 8 credit hours through internship study. In most instances, internships will be conducted in work setting outside the campus, and in all cases, they will relate to the academic major or career objectives of the student involved.

INTERNSHIP TIMELINE



INTERNSHIP GUIDELINES

All internship proposals will conform to the following guidelines:

1. Student standing – Normally, only students with junior, senior, post college or graduate standing will be eligible to take an internship. Students must also be in good academic standing.
2. Contact hours required – The experience involves a minimum of 40 hours of field experience for each credit hour earned.
3. Reading assignment – A student should have a specific reading assignment that provides theoretical background for the experience.
4. Conferences with project director – A minimum of two conferences with the faculty project director are required, pre- and post-conferences. Ideally, there should be an additional conference for every credit hour more than one. The faculty project director must visit the internship site at least once (preferably twice) during the internship. If the internship is too distant to allow an on-site visit, the faculty member may coordinate a virtual visit via Zoom or other medium.
5. Writing assignments – The first assignment should record the learning process (journal, log, observation, report, etc.) and the second is a summary paper that helps the intern to reflect on the total internship experience and what was learned.
6. Grade – The grade is to be based on a written evaluative report from the field supervisor, faculty observations and/or conferences with the intern, and the quality of the written work submitted by the intern. S-U grading is permissible.

While a student may plan to complete an internship over more than one semester, the student must enroll for the course at the time formal approval was granted. This enrollment may be considered as one of a student's regular courses or as an overload. If added as an overload, regular tuition charges for overload must be paid. A student may withdraw from the internship study project without penalty, but with no refund of tuition.

An internship should be a new experience based on a definite educational goal. Therefore, a student should not obtain internship credit for what is a regular job, part- or full-time, which was held prior to the internship unless new and different responsibilities are assumed. It is permissible for the intern to receive pay during the internship.

COVID INTERNSHIP AGREEMENT



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STUDENT RESPONSIBILITIES

During the COVID-19 pandemic, your clinical placement/internship site may be required to follow certain federal, state, and local requirements in order to protect health and safety. Augustana University does not exercise control over your clinical placement/internship site or the specific safety protocols adopted by the site in response to the COVID-19 pandemic. Nevertheless, Augustana University expects that all students will follow the specific safety protocols established by the site.

In addition, all Augustana University students have the responsibility to:

- Provide maximum patient/client/employee safety by adhering to the current recommendations regarding physical distancing, use of travel restrictions and pathogen risk reduction outside of experiential work setting.
- Disclose any anticipated or actual travel outside of the immediate area.
- Adhere to Centers for Disease Control guidelines which includes the use of a face mask.
- Immediately communicate concerns regarding safety practices at a given clinical/internship site to your course instructor and/or clinical coordinator/internship supervisor.
- Report to the course instructor and on-site work supervisor if you have COVID-19 symptoms and/or have been exposed to persons with COVID-19, whether in the clinical/business setting or other environment. If this occurs, students should stay home and follow the current public health department protocol for COVID-19 exposures.
- Comply with all applicable policies, procedures, and rules of the clinical site/facility and program, including those temporarily in place due to the pandemic.

ACKNOWLEDGEMENT

My signature below indicates that I have read, understand, and agree to abide by the rights and responsibilities outlined above.

STUDENT SIGNATURE: _____ DATE: _____

STUDENT PRINTED NAME: _____ AUGUSTANA ID: _____