SCHOOL OF LANGUAGES, LITERATURES, AND CULTURES
INTERNSHIP PRACTICUM LEARNING CONTRACT FOR SLLC STUDENTS
SLLC 386  (3-6 CREDITS)

(This contract is based on the Internship Practicum Learning Contract for ARHU 386 in the College of Arts and Humanities.) Please submit this completed application to your internship faculty sponsor.

Student Eligibility Requirements
☒ Internship must be in an SLLC field/have an SLLC focus
☒ Student must have completed 12+ credits on campus (more than 60 cumulative credits)
☒ Student must have a 2.5 Minimum GPA

Internship Eligibility Requirement
The experience must be new to the student; the internship cannot be a continuation of a current internship or one previously completed. If you are continuing an internship at the same site as a previous internship, the job description and responsibilities must be significantly different from the previous experience.

A. Student Information
Name ____________________________________________________________
UID ______________________________________________________________
E-mail ____________________________________________________________
Phone __________________________________________________________
Local address ______________________________________________________

B. Internship Site Information
Organization _________________________________________________________
Supervisor (name & title) _____________________________________________
E-mail address _____________________________________________________
Phone # ________________________________
Address __________________________________________________________

C. Intern Requirements
☒ Complete internship hours;
☒ Submit time and activity logs signed by you and your supervisor every two weeks;
☒ Complete SLLC 386 assignments - see course syllabus;
☒ Complete a midterm meeting with internship faculty sponsor;
☒ Students may work a maximum of 8.5 hours/day, except for unusual circumstances with prior faculty approval only;
☒ Note: Your initials confirm that this is a new internship experience for you.   _____ intern initials
D. Site Supervisor Requirements

- Approve intern time and activity log every two weeks;
- Meet regularly with intern to monitor attendance, performance, to provide feedback, and to review objectives;
- Complete and return a Midterm and a Final Intern Evaluation. The evaluations will be given to you by the intern. The evaluations are a critical component of the student’s internship experience and are worth 10% of their course grade. Evaluations that are received after the deadline cannot be accepted;
- Students may work a maximum of 8.5 hours/day, except for unusual circumstances with prior faculty approval only;

Note: Your initials confirm that this is a new internship experience for this student.

E. Internship Description

SLLC internships are intended to provide students with legitimate pre-professional experiences. Internship activities should NOT be primarily clerical in nature. Interns should not be expected to serve solely as a support person in terms of tasks like getting coffee, making copies, running errands, etc. Responsibilities may include, but are not limited to:
- Participating in professional activities (conferences, teleconferencing, professional development opportunities, etc);
- Training and development opportunities;
- Program evaluation;
- Preparing promotional and outreach materials;
- Data analysis (in conjunction with a supervised group effort);

Please respond to the following two questions:

1. Provide a brief description of internship activities (what you will be doing at the internship).

2. Provide a brief description of specific internship goals (specific skills you hope to gain as a result of the internship—“I hope to learn more about public relations” or “I want to gain real world experience” are not specific goals; “I want to gain experience planning a fundraiser” or “I want to learn how to do a targeted media campaign” would be specific goals).
F: Hours and Duration

Start date ______ End date ______ Total # of Weeks ______ Avg. # of hours/wk_________

(135 hours=3 credits; 180 hours=4 credits; 225 hours=5 credits; 270 hours=6 credits)

How many credits are you registering for? (3-6) ______

Note: Credit levels may not be adjusted after the drop-add period. Students are only given credit for not working on University-observed holidays (July 4th, etc.) or when the University is closed/delayed for inclement weather. Student interns are not given credit for non-approved holidays or vacations (Veteran’s Day, Columbus Day, spring break, teacher in-service days, etc.). The student intern is solely responsible for ensuring they are able to complete their correct hours prior to the end of classes each semester.

G: Contract approvals:

________________________________________________________(Student signature and date)

________________________________________________________(Site supervisor signature and date)

________________________________________________________(Faculty sponsor signature and date)