

**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.*

\_\_\_\_\_ site supervisor initials

#### 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); **limited** data entry.

#### 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 4<sup>th</sup>, 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)