

Name: _____
Last First Middle

UCM ID#: _____

UCM Email: _____

Phone: _____

*Use this form for internships undertaken in the Fall or Spring semesters.***Academic Internship Policies and Guidelines:***Please use checklist below to ensure a complete work plan.*

As internship proposals should be given a great deal of thought and consideration, planning should begin well before the registration period for the semester in which the internship will be performed. A student can only register for an internship with approval of the sponsor and the Office of the Dean.

- ☐ The student must be in good academic standing and have completed at least one semester at UC Merced. Advanced standing is preferred.
- ☐ The student should have sufficient academic background to undertake the internship. In cases of internships taken towards the academic major, students should have completed at least one upper division courses in the area or other work as required by the faculty sponsor.
- ☐ The faculty sponsor must be a full-time, tenure track faculty member. If the faculty sponsor is a lecturer, please obtain the lecturer's faculty supervisor's signature in addition to the lecturer's signature.
- ☐ The student must be enrolled for the semester at the time of the internship.
- ☐ Academic credit is granted as a 192 or 196 course (depending on the discipline) with variable units. The unit value is determined by the number of hours worked during a semester:
 - 1 unit=48 hours
 - 2 units=96 hours
 - 3 units=144 hours
 - 4 units=192 hours
- ☐ Internship experiences will include a significant academic component, to be arranged with the sponsoring faculty member. The nature of the academic component can vary, but may include research papers, journals or other assignments arranged with the sponsoring faculty member.
- ☐ Course is offered as P/NP grading option only.

Internship Timeline Checklist

- ☐ Prior to *week 1* of instruction
 - o **Secure an internship.** Please visit the Career Services Center in the Kolligian Library, Suite 127 for assistance in securing an internship.
 - o Submit **Academic Internship Learning Work Plan** and **Independent Study Form** (both signed by the student and faculty sponsor) to SSHA Advising (COB 208).
- ☐ *1 week after submission of plan*
 - o Student notified of decision by SSHA Office of the Dean; submits *Independent Study Form* to the Office of the Registrar before the add deadline.
- ☐ Prior to the *internship start date*
 - o Contact Career Services to schedule an appointment with a Career Specialist. Call (209) 228-7272 or visit KL 127.
- ☐ Throughout semester
 - o Student completes internship hours and maintains contact with faculty sponsor as required.
- ☐ Last week of instruction
 - o Student should connect with the faculty sponsor to ensure all academic materials have been submitted.
- ☐ Follow-up
 - o Meet with Career Services to discuss the application of the internship experience to future goals.
 - o Complete an evaluation of the internship with Career Services.

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Academic Internship Learning Work Plan*To be completed by student and faculty member prior to the beginning of the internship experience.*

Learning Objectives/Outcomes (What I intend to learn)	Strategies (How objectives/outcomes will be achieved)	Evaluation Methods (How my progress for each objective will be measured)

Faculty Sponsor to Complete

Means of evaluation for final grade: List below the journal, readings, projects and/or papers that will be required. Include a due date for each assignment. These assignments must be agreed upon between the student and faculty.

Assignment	Due Date

Student signature: _____ Date: _____

☐ I understand that this form will be forwarded to Career Services for the purposes of data collection and staff follow-up.

Faculty signature: _____ Date: _____

Does faculty sponsor plan to do a site visit? ☐ Yes ☐ No

Faculty signature: _____ Date: _____

Supervisor signature: _____ Date: _____

SSHA Office of the Dean Designee: _____ Date: _____