

Syracuse University Internship Proposal/Agreement URP 270

Complete this two-page form to earn credit (recorded on the academic transcript as Experience Credit) for an internship. This form must be submitted and approved before the start of the internship.

Student intern, please complete ALL information on this page:

Student Name _____ SUID # _____

College(s) _____ Major(s) _____ Level Fr So Jr Sr
(during int'p) Grad Non-matric

E-mail _____ Phone _____

Semester or Summer Session (choose one):

Fall Spring Summer Sess I (6 wks.) Summer Sess II (6 wks.) Summer Comb. Sess (12 wks.)

Is this internship being done through SUAbroad? : Yes No

Year Internship Start Date: _____ Internship End Date: _____

Course: Dept/Coll 3-Letter Prefix: URP Course Number: 270 470 670

Number of credits: 1 x 45 hours = 45 (minimum number of internship-related hours to be worked)

Title: Experience Credit Grading Basis: letter grade A-F or pass/fail (undergrads only)

Class number (to be assigned by Registrar's Office --student, do not fill in) _____

SU Faculty Sponsor Name (printed) William D. Coplin Coll & Dept. MAX/PAF

E-mail wdcoplin@maxwell.syr.edu Last 4 digits of SUID _____ 1908
(Faculty member please provide)

Student is responsible for checking with academic department and/or college for rules on number of credits and grading basis.

- Internships must be registered for the academic term in which the internship work is begun.
- Internships which extend over two terms (but not two summer sessions) must be registered as two separate internships.
- Minimum 45 total hours of internship work required per credit. More than the minimum may be worked without registering for additional credits, and all hours worked under faculty oversight during the stated term are considered part of the internship.
- Registration for credit-bearing Experience Credit cannot be done retroactively for an internship performed without faculty oversight.

Internship Site Information

Organization name & physical address: _____

Organization contact's (E.g., Intern Coordinator or Human Resources): Name _____

Title, e-mail, phone number: _____

Intern's site (work) supervisor: Name _____ Title _____

E-mail _____ Phone _____

Does the organization require credit registration as a condition of doing this internship? YES or NO

I understand that tuition will be charged for internship credits on the same basis as it is charged for other credits during the same academic term (fall, spring, or summer).

I understand that Internships that do not extend over the entire semester or summer session are considered "flexible format" and have deadlines unique to that internship. (Please contact internship or registrar staff for deadlines specific to your internship.)

Signed (student) _____ Date _____

INTERNSHIP LEARNING AGREEMENT

Faculty sponsor and/or student, please fill in clearly and completely.

1. Objectives / learning goals: What does the student want to learn from this internship?

Learning objectives are the following 10 basic skill sets which include 38 skills. See attached Poster.

1. Taking Responsibility
2. Developing Physical Skills
3. Communicating Verbally
4. Communicating in Writing
5. Working Directly with People
6. Influencing People
7. Gathering Information
8. Using Quantitative Tools
9. Asking and Answering the Right Questions
10. Solving Problems

2. Anticipated activities and tasks of internship: How does student expect to accomplish the learning?

45 hours consisting of 40 hours of internship work and 5 hours of assessment

3. Required supplemental assignments and communication with faculty sponsor
Complete the required assessment process and respond in a timely manner as specified below

4. Criteria for assessing student's academic performance:

As for evaluation, your supervisor's evaluation and completion of this requirement will determine your "grade."

Agreed:

Student Signature

Date

William Caplan

Faculty Sponsor

Date

Internship Proposal/Agreement Approved:

Student's academic advisor (Non-A&S only): Signature N/A

Date

Dept. chair/college rep.: Signature

Yevette Gumbly

Date

12/11/17

SU Career Services, Internship Staff Initials: _____
(for participating colleges/programs only)

Date

College Undergraduate/Graduate Office: Signature _____

Date

In signing up for this course, you agree to do the following.

Academic Requirements

A. Fully register for the course:

- i. Use the official URP 270: Experience Credit form available at casadvising.syr.edu. Once there, scroll over “Careers & Majors” tab and click on “Experience/Internships for Credit.” The form is also available at the College of Arts and Sciences Advising office or SU Career Services.
- ii. Carefully read the syllabus and all the required assignments described on the URP 270 page under “Experience/ Internships for Credit” before you agree to take this course.
- iii. Submit the Internship Proposal/Agreement and Site Supervisor Learning Agreement to Career Services.
- iv. You will receive an email from Career Services outlining the next steps in the URP process once your application has been accepted.

B. Complete the assignments listed below by the stated deadlines. Materials for these assignments are available at casadvising.syr.edu on the URP 270 page under “Experience/Internships for Credit.”

1. Career Services Reporting Requirements
2. Skills Assessments
3. Resume Revision Assignment
4. LinkedIn Profile Assignment
5. 45 Internship hours

Failure to complete any of the four requirements will result in an F.

Additional Policies

- **ACADEMIC INTEGRITY:** Syracuse University’s Academic Integrity Policy holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about course-specific expectations, as well as about University policy. The University policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same written work in more than one class without receiving written authorization in advance from both instructors. The presumptive penalty for a first offense by an undergraduate student is course failure, accompanied by a transcript notation indicating that the failure resulted from a violation of Academic Integrity Policy. The standard sanction for a first offense by a graduate student is suspension or expulsion. For more information and the complete policy, see the Academic Integrity Office [website](#).

- **NO INCOMPLETES** If your work is not finished by the last day of class, a zero for the unfinished work will be averaged into the grade. A grade of incomplete will not be given. No exceptions to this rule.
- **DISABILITY-RELATED ACCOMMODATIONS** Students who are in need of disability-related academic accommodations must register with the Office of Disability Services (ODS), 804 University Avenue, Room 309, 315-443-4498. Students with authorized disability-related accommodations should provide a current Accommodation Authorization Letter from ODS to the instructor and review those accommodations with the instructor. Accommodations, such as exam administration, are not provided retroactively; therefore, planning for accommodations as early as possible is necessary. For further information, see the ODS [website](#), Office of Disability Services.