Syracuse University Internship Proposal/Agreement URP 470

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 470  Course Number: 270  ☑ 470  670
Number of credits: 3  x 45 hours = 135  (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?

135 internship hours and required assignments

3. Required supplemental assignments and communication with faculty sponsor

Complete the required assignments outlined in the attach 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 the requirements in the URP 470 syllabus will determine your "grade."

Agreed:

Student Signature Date

[Signature]

Faculty Sponsor Date

Internship Proposal/Agreement Approved:

Student’s academic advisor (Non A&S only): Signature NA Date

Dept. chair/college rep.: Signature Date

SU Career Services, Internship Staff Initials Date

(for participating colleges/programs only)

College Undergraduate/Graduate Office: Signature Date
URP 470 Learning Contract

URP 470 is a course that requires timeliness, attention to directions, and fulfillment of requirements. In registering for this course, you agree to do the following:

Academic Requirements

A. Fully register for the course:

   i. Use the official URP 470: 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 470 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 on the Advising and Academic Support website under Careers & Majors, “Experience/Internships.”

   1. Career Services Reporting Requirements-10 points
   2. Weekly Hours Logs-10 points
   3. Skills Assessments-10 points
   4. Trend Line Graph Practice Assignment- 5 points
   5. Resume and LinkedIn Profile-5 points
   6. Final Electronic Portfolio-30 points
   7. 135 Internship hours-30 points

This course is graded A-F based upon the criteria outlined in the syllabus.
SkillsWin!

Skill Set 1 - Taking Responsibility
1 - Motivate Yourself
2 - Be Ethical
3 - Manage Your Time
4 - Manage Your Money

Skill Set 2 - Developing Physical Skills
5 - Stay Well
6 - Look Good
7 - Type Well
8 - Write Legibly

Skill Set 3 - Communicating Verbally
9 - Converse One-on-One
10 - Present to Groups
11 - Use Visual Displays

Skill Set 4 - Communicating in Writing
12 - Write Well
13 - Edit and Proof
14 - Use Word Processing Tools
15 - Master On-Line Communication

Skill Set 5 - Working Directly with People
16 - Build Good Relationships
17 - Work in Teams
18 - Teach Others

Skill Set 6 - Influencing People
19 - Manage Effectively
20 - Sell Successfully
21 - Politick Wisely
22 - Lead Effectively

Skill Set 7 - Gathering Information
23 - Search the Web
24 - Use Library Holdings
25 - Use Commercial Databases
26 - Conduct Interviews
27 - Use Surveys
28 - Keep and Use Records

Skill Set 8 - Using Quantitative Tools
29 - Use Numbers
30 - Use Graphs and Tables
31 - Use Spreadsheet Programs

Skill Set 9 - Asking and Answering the Right Questions
32 - Detect Nonsense
33 - Pay Attention to Detail
34 - Apply Knowledge
35 - Evaluate Actions and Policies

Skill Set 10 - Solving Problems
36 - Identify Problems
37 - Develop Solutions
38 - Launch Solutions

Get the App!
www.SkillsWin.com