



## APPLICATION FOR INTERNSHIP

This application must be completed, with all approval signatures, before a student can register for an internship.

- Undergraduate students who plan to intern in an international location during the fall, spring, or summer term must also complete an internship application on GoGlobal with Global Programs and Studies PRIOR to registration.
- Please read the “Guidelines” sheet carefully before completing this form.
- Submit this completed application to registrar@wheaton.edu.

Name: \_\_\_\_\_ Student # \_\_\_\_\_

Classification: \_\_\_\_\_ Major: \_\_\_\_\_

Hours completed toward degree: \_\_\_\_\_

Hours completed toward major: \_\_\_\_\_

Semester of registration: \_\_\_\_\_ 20\_\_ \_\_

# of credit hours you wish to be registered for: \_\_\_\_\_ Is this a Practicum? \_\_\_\_\_

Department in which internship is being taken: \_\_\_\_\_

Supervising faculty member: \_\_\_\_\_

Full name and address (street, city, state, zip, country) of organization you will be doing your internship through:

Site location(s) of internship: \_\_\_\_\_

Work supervisor name: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_ Supervisor's phone: \_\_\_\_\_

Internship dates: From \_\_\_\_\_ To: \_\_\_\_\_

Total number of clock hours you will complete in your internship: \_\_\_\_\_

(40 work hours equates to 1 credit hour. Standard [tuition rate](#) applies for summer internships).

Total clock hours to be completed each week: \_\_\_\_\_

Internship participation/activity is:

Local (in Wheaton area)

Domestic (U.S.)

International (non U.S.)

Will any portion of your internship take place internationally?

Will you be living on campus?

Will you be registered for other courses at Wheaton during this semester?

What duties will you be performing on your internship and how are they related to your academic major?

What courses have you had that relate to this internship?

Approval Signatures (ALL students must have #1-3):

1. Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

2. Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

3. Student: \_\_\_\_\_ Date: \_\_\_\_\_

4. **International Internships only** (signature from Global Programs and Studies OR Human Needs and Global Resources as appropriate):

GPS: \_\_\_\_\_ Date: \_\_\_\_\_

HNGR: \_\_\_\_\_ Date: \_\_\_\_\_

**International Internship Program Contacts:**

Global Programs and Studies (GPS) - GPS@wheaton.edu

Human Needs and Global Resources - HNGR@wheaton.edu



## **Student Guidelines for Internships**

An internship (or practicum) is an excellent way for a student to enhance his or her college experience, explore career possibilities, and prepare for life after college. It is a form of experiential learning that integrates knowledge and theory with practical application and skills development in a professional setting. Internships give a student the opportunity to gain valuable applied experience and make professional connections. Aside from these benefits, a student may also receive a stipend, academic credit, or both.

### **Academic Internships Policy**

To qualify for academic credit, an internship experience must comply with the following guidelines:

- The internship must have a defined beginning and end, include a well-defined job description and formal opportunities for reflection.
- The internship may not be in a business owned by the student's family or in an organization where the supervisor is the student's relative.
- A credit-bearing internship may be paid or unpaid, be dependent on the employing organization's policy.

Furthermore, the following academic policies apply:

- The student must enroll in an Internship or Practicum course, a designation that includes any of the departmental courses titled "Internship" or "Practicum" (including the departmental internship courses numbered XXX 496) as well as the Vocation Practicum course offered by Global Programs and Studies department (GPS 211).
  - The departmental Internship and Practicum courses offer academic credit only if the internship satisfies a requirement towards a declared program.
  - The Vocation Practicum course (GPS 211) offered by Global Programs and Studies grants academic credit for an internship experience that does not satisfy a requirement towards a declared program.
- Each academic program sets the prerequisites and eligibility requirements for their internship course and defines the learning objectives, goals, and curricular components of their internship course, as well as the maximum number of internship hours that can be applied towards a declared program.
- Students must obtain approval for academic credit in advance of the work experience through the department offering the internship course.
- Registration for an internship must occur during the term in which at least 50 percent of the internship will be completed. The student must be registered before the internship begins.

- A minimum of 40 clock hours of work experience is required for each academic credit (e.g., a 4-hour internship requires a minimum of 160 clock hours of work experience). Billing for internship credit is at normal tuition rates.
- Students on academic probation are not allowed to register for an internship course.
- A faculty advisor in the department offering the internship course will be responsible for following the student's progress throughout the internship, communicating with the student's work supervisor, and assigning a final grade on a pass/fail basis, unless otherwise decided by the department.
- A work supervisor on site will be responsible for providing regular performance feedback to the faculty advisor.

### **Additional Expectations**

All students doing an internship must have a faculty supervisor. You are expected to meet with your faculty supervisor a minimum of three times – once before the internship begins to discuss the expectations for the internship, once during the internship, and once at the end of the internship to summarize and evaluate the experience.

While you are participating in the internship, you are expected to communicate with the faculty supervisor regarding the progress of the experience. You will be expected to keep a written daily journal of the experience (or other appropriate record of the tasks accomplished) and to write a final paper which summarizes and evaluates the experience. This paper should include how you were able to integrate your Christian faith with the work experience.

An on-site visit by your faculty supervisor is expected to be made for all internships located within a mile radius of Wheaton. An on-site visit will not be expected for internships located further than 100 miles from Wheaton. A department chair may approve internships at distances further than 100 miles from campus.

Depending on the nature of the internship, a department might expect or require you to work more than the minimum required hours.

### **Refund Policy**

If a student must change the dates of their for-credit internship, those changes must be communicated to the faculty adviser and the Registrar's office in writing as soon as possible after the date change is known to the intern. Students may drop or withdraw from an internship or practicum as follows:

- Prior to 20% of the internship or practicum clock hours being complete, the student may withdraw completely and receive a 100% refund.
- Once 20-70% of the internship or practicum clock hours are complete, the student may withdraw from the internship with a W grade; no refund will be generated.
- Once more than 70% of the internship or practicum clock hours are complete, the student will no longer be allowed to withdraw from the internship.

Termination by the employer for cause or knowingly materially misrepresenting the internship to the College will result in a failing grade, regardless of the percentage of the internship completed.