

## Academic Internship Agreement (AIA) Form

### **How to complete it, how to write a competence statement, learning strategies and evaluation, and other considerations**

An Academic Internship Agreement must be completed for each internship. It is your responsibility to complete this form. You should confer with your on-site supervisor/evaluator for answers on specific questions when filling out this form. There will be two options. The AIA online may take 7-10 business days to process. The AIA e-form, obtained as an electronic attachment, can be completed and returned as an electronic attachment or printed and completed manually and returned may take 2-3 full business weeks to process. Remember that all academic internships need to be fully approved and registered before you can begin.

The AIA must be submitted and approved by the timeline indicated in the appropriate college/department guidelines. It is important to be thorough and detailed in completing the form as this is the information reviewed for academic internship approval. When filling out the Academic Internship Agreement, fill in every field asked. All information is required. Do not delay the process by leaving blank fields. If you choose to complete it manually, either type or print (with dark ink) legibly. Make or save a copy for yourself. Incomplete, incorrect and/or illegible forms will be returned.

When the AIA form is complete, submit it to the Internship Office, housed in the Institute for Community Engagement and Scholarship (ICES). The online application will automatically be sent to your Faculty Liaison for academic internships and to the internship office. For all other options for submitting the AIA, please send directly to the internship office. If you have not already, the internship coordinator will obtain the necessary signature for approval.

As soon as the faculty liaison approves the AIA, the academic internship coordinator will request that Records and Registration register the corresponding internship course for your program. When that is completed by Records and Registration, the academic internship coordinator (AIC) will be notified. The AIC will send an APPROVAL email to all parties involved in the academic internship: the student intern, the site supervisor and/or learning evaluator, and faculty liaison. The course, with an "I" following the course code and number indicates an academic internship course. Please look for that email.

You will be registered within the semester of the academic internship agreement approval date or you may have to reapply for the internship. Look for current [Class Schedule](#) for the last day to register for the semester for alternative learning strategies.

## Instructions for Completing the AIA

(ALL INFORMATION IS REQUIRED, PLEASE DO NOT DELAY THE PROCESS BY LEAVING BLANK FIELDS)

- In the upper right corner of the agreement form, indicate the number of credits you are applying for with this internship.
- #1 Please use your full name. This name needs to match with your Student ID number.
- #2 Full mailing address, including city, state and zip code.
- #3 Use the number where you can be reached in the event of some change in your agreement form.
- #4 Full name of organization. No abbreviations or acronyms. An accurate email or URL is required.
- #5 Full mailing address for the organization, including city, state and zip code.
- #6 This is the person responsible for supervising you at the internship site. Need an accurate email address. This information is required.
- #7 At times, the site supervisor and internship evaluator are the same person (see specific college/department guidelines). If no one at the site has expertise in the area of concentration for your internship, call the Internship Office for assistance. Some college/department guidelines specify that the faculty liaison will be the internship evaluator. Need an accurate email address. This information is required.
- #8 Attach and email the supervisor/evaluator's resume. If no resume is available, you must minimally list education and work experience on the form. If the faculty liaison is the internship evaluator, you only need to submit the on-site supervisor's resume.
- #9 If this were a classroom course, what would you name it? Examples: Applications of Historical Research, Resource and Curriculum Development, Public Relations Planning. This will also be the title for the internship course that will appear on your transcript. NOTE: Do not use a class/course title that is listed in Metropolitan State's *Catalog* or *Class Schedule* as the title of your internship; this could cause you to "double transcript" and create problems in graduation planning.
- #10 The academic focus should be the academic program, department or major in which the learning will take place. Examples: market research for an advertising firm--academic focus is marketing; counseling and case management--academic focus is psychology; human resource/personnel office of a non-profit organization--academic focus is human resources; State Senate legislative internship--academic focus is government/political science; designing a brochure for a grassroots political campaign--academic focus is public relations/communications.
- #11 Self-explanatory (Note: "Graduate" refers to students in a Master's program.)

- #12 Some colleges/departments allow only S/N; check the appropriate guidelines.
- #13 You must read and meet the college/department guidelines required for the internship. These are based on the focus area identified on Line #10. All current guidelines are included in this Academic Internship Handbook and on-line. Academic Internship Agreements submitted which do not indicate that the appropriate guidelines have been read and met will be returned to the student.
- #14 For best results in the approval process, you will want to submit your AIA one month prior to your start date at the internship site. Sometimes, this is not always possible. Please submit the AIA as soon as you secure the internship.
- #15 Self-explanatory.

## Instructions for Completing the Competence Statement, Learning Strategies and Evaluation for the AIA

**Competence Statement:** This is the “goal” or ultimate outcome you will accomplish; what you will know when you complete the internship. See “How to Write a Competence Statement” in academic internship handbook or on-line.

Examples:

“Knows basic concepts and procedures of arts administration and can apply this knowledge in planning and coordinating performing arts programs.”

“Knows and can apply the principles and techniques of individual and group counseling within a chemical dependency treatment program at the level of a beginning professional counselor.”

“Knows and can apply federal laws/regulations and sponsor’s reporting requirements well enough to appropriately monitor and facilitate compliance in administration of research grants and contracts.”

**Learning Strategies:** Most internships will have three to four learning strategies. These address the activities you will complete to meet the goal stated in the Competence Statement. At the conclusion of the internship, each of these will be evaluated by the supervisor/evaluator and rated “excellent,” “good,” “adequate,” “partially adequate” or “inadequate.” Be sure to include what you will be reading (include titles and authors) or reviewing; who you might interview (a particular person or population); or what projects or procedures will be involved in the internship. The learning strategies must provide evidence of some theoretical learning. They must also include any deliverables required by the specific college/department guidelines (examples: group meetings/seminars, bibliography, log of readings, summary paper).

Examples:

“Read Jeff Pope’s book *Practical marketing Research* and write a three-page paper integrating his book with field work.”

“Will know the federal and sponsoring agency requirements, monitor fiscal and programmatic aspects monthly, prepare records for audit and communicate with the appropriate departments.”

“Create and submit a critical analysis journal noting activities, observations, reflections and analyses that have made a significant impact.”

“Actively participate in and understand the full cycle of a marketing plan.”

**Evaluation:** Be specific about the procedures used. Examples: oral interview, written test, performance test, situational observation, product evaluation, reflective paper/essay, journaling

or a rating scale. This must also include any requirements stipulated by the specific college/department guidelines (examples: group meetings/seminars, bibliography, log of readings, summary paper, post-test). Who will evaluate the internship and how will it be supervised (i.e. face to face meetings)? What will be the method(s) of evaluation?

Examples:

“Weekly meetings to plan activities and evaluate afterward; discussion of readings and tapes.”

“Situational observation in group meetings and one-to-one work with investigators and other personnel.”

“Written log with reflections on experiences.”

“Attendance at the Internship Group Meetings and successful completion of all assignments.”

**Signatures:** The student intern and evaluator must sign the completed Academic Internship Agreement before submitting it to the Internship Office for initial review and processing. The Internship Office will forward the form to the appropriate faculty liaison member for final review and signature--this is not the responsibility of the intern.

## Important Notes

An Academic Internship Agreement is not required for approval and registration of group internships.

The approval process for internships can take up to two weeks after submission of the Academic Internship Agreement to the Internship Office (longer during summer months and semester breaks). It is the student's responsibility to plan for and adhere to any of her/his financial aid, graduation, registration, or other deadlines. Incomplete, inaccurate or illegible agreement forms will be returned which will cause delays in the approval process.

International students are encouraged to submit the Academic Internship Agreement to the Internship Office a minimum of one month before the anticipated start date of the internship. Students must also contact the International Student Office for information on their policies, procedures and requirements when applying for an internship.

After approval, the student will receive a notification letter from the Internship Office and copies of the Academic Internship Agreement for registration, the on-site supervisor/evaluator, and the student. The original will be kept on file in Metropolitan State's Grades Office and the Internship Office will send one to the student's advisor.

If there are any deliverables/requirements (final paper, journals, seminars, group meetings, etc.), the student must complete these and/or turn them in to the faculty liaison by the end of the internship. The internship grade will not be processed until these requirements have been fulfilled.