**Internship Experience Planning Form – Summer 2021**

* *Use this form as you work with your faculty sponsor to DRAFT and REVISE the plan for your internship, based on the   
  written offer you received.*
* *When all revisions have been made and your faculty sponsor has given you approval to submit, go to Handshake, choose the 395/495 template (if you are an international student, use the one specified for F-1 students), enter the required information as prompted and then upload/attach the completed Planning Form as Word document.*

[**Handshake**](mailto:https://berea.joinhandshake.com/login?requested_authentication_method=standard) **> Career Center > Experiences > Request Experience**

Don’t forget to add the Planning Form as a “New Attachment” *after* you fill out the template!

* *The Experience Request and Planning Form will be routed automatically by email and approved electronically by faculty/staff reviewers.*
* *Submission of the online request and electronic approvals should be complete by* ***April 23, 2021****.*

**1. Student Information**

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| --- | --- |
| Name: | ID#: |
| E-mail: | Phone: |
| Class Level: | Major: |
| Address: | City/ST/Zip: |

**2. Internship Site and Supervisor***Provide complete, accurate information. This will be used for communication with your supervisor.*

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| --- | --- | --- |
| Organization Name: | | Supervisor’s Name: |
| Address: | | Supervisor’s Title: |
| City/ST/Zip: | | Supervisor’s Phone: |
| County: | Country: | Supervisor’s E-mail: |
| Is this a non-profit organization? | |  |

**3. Pay Status and Hours**

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| --- | --- | --- | --- | --- |
| Will the organization be paying you?  If yes, Amount per hour: | | Is the organization providing other compensation, such as a stipend, housing, meals, transportation, etc.?  If yes, Type(s) and Amount(s): | | |
| Starting date: | | | Ending date: | |
| Number of weeks: | Hours per week: | | | Total hours: |
| Is this a remote internship with the expectation that you will work virtually? | | | | |

**4. Funding**

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| Are you requesting funding? | *(respond Yes or No)* |
| *Funding is available for unpaid, or underpaid, internships. Funding levels/amounts can be seen on the ICD website and are determined by the type of internship and the location. The funding level will be confirmed at final appointment with the Office of Internships.* | |

**5. Course Information**

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| Academic Program and Course Number:  *(example: COM 395)* | # of Course Credits: 1 |
| Course Title *(limit of 30 characters; example “Physical Therapy Internship”)*: | Term and Year: Summer 2021 |

**6. Faculty Sponsors**

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| Faculty Sponsor  *(Sponsor must be from the Academic Department granting the credit  unless otherwise authorized by the Department Chair)* | Optional Secondary Faculty Sponsor  *A Secondary Sponsor is not required for most internships,  although it may be specified as a requirement by your department  or program (EPG, EDS, Shepherd, etc.).* |
| Name: | Name: |
| Dept: | Dept: |
| E-mail: | E-mail: |
| Phone: | Phone: |
| Date of preliminary approval to submit: |  |

**7. Describe your internship position briefly** *(functions, duties, projects, etc).*

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**8. What are your learning objectives for this internship?** *(specific, measureable, achievable)*

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**9. How does this internship relate to your career goals?**

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**10. What preparation have you had for this internship?** *(relevant courses, research, or work experience)*

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**11. All interns are required to keep a reflective journal *that makes the connection between daily experiences and learning.*** Your academic department or faculty sponsor may have specific guidelines or prompt questions for the journal. Based on those guidelines specify:

* What form will the journal take? *(Examples: email, blog, video, etc.)*
* How many entries should be written each week? *(Examples: daily, 1xwk, 3xwk, etc.)*
* How should they be submitted? *(Examples: Moodle, via email to faculty sponsor, etc.)*
* When should they be submitted? *(Example: Sunday nights by 9:00 pm)*

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**12. All interns are required to submit a final paper.** Based on parameters specified by your faculty sponsor, specify:

* What is the topic?
* What is the format, spacing, & length (Example: MLA format, double-spaced, 5-10 pages)
* When is it due? (draft is typically due by the end of August)

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**13. All interns are required to make a presentation.**

* When will the presentation be given? (Example: Fall 2020, date to be determined)
* To whom will the presentation be given? (Example: For my faculty sponsor and invited COM majors)

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**14. Additional** *(This field may be blank, if there are no additional assignments.)*

Describe any other assignments to be considered in your grade as agreed upon with your Faculty Sponsor.   
(i.e., portfolio, lesson plans, supplemental reading or research, literature review)

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**15. Specify percentages each assignment will carry in determining your grade.***Fall grades are to be submitted to the Registrar by midterm. That grade may be an Incomplete, if additional time is needed to complete projects and assignments, but it should be changed by November 23rd.*

|  |  |  |
| --- | --- | --- |
| Journal: | Paper: | Presentation: |
| Supervisor’s Evaluation:  *(not more than 15% of grade)* | Additional: | Total: 100% |

**16. Requests for Faculty/Staff Approvals** will be automatically routed via email and approved online in the order shown below. You may track the approval process in Handshake.

Faculty Sponsor > Optional Secondary Sponsor > Academic Advisor > Department Chair > CIE *(if applicable)*

**17.** Interns participating in their first internship are required to attend the ***Internship Orientation*.** This typically takes place on/after the last day of classes. A reminder with confirmation of date, time, and place/format will be sent via email.

**18.** All interns are required to keep a **timesheet** (available at www.berea.edu/icd). Please have your site supervisor initial it weekly and sign the document when finished. It should be scanned and emailed to *internships@berea.edu* on your last work day, but no later than August 6, 2021. *If your employer has you use a time clock system that will produce a statement showing your total hours, that may be submitted instead.*

**19.** A **Supervisor’s Evaluation** of your performance is required and is part of your grade. The evaluation link  
will be emailed to your site supervisor through Handshake a few weeks prior to the end of the internship. It should be completed by August 6, 2021.

**20.** All interns are required to complete a **Student Evaluation** of their experience. A link to the online evaluation will be emailed from the Office of Internships a few weeks prior to the end of your internship. It should be completed online by August 6, 2021.

**21. Registration** is handled by the Internship Office in batches as approvals are completed.