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## BARD COLLEGE AT SIMON'S ROCK

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### Extended Campus Project: INTERNSHIP PROJECT CONTRACT

The College's **Extended Campus Program (ECP)** enables students to undertake internships related to their academic program and, where appropriate, to earn credit for their internship experience. Students in the Lower College may complete one 2- or 3-credit internship toward the AA degree. Students in the Upper College BA Program may complete one or two additional, more advanced internships during their junior and/or senior year (for additional guidelines see the back of this page).

Student: \_\_\_\_\_ ID# \_\_\_\_\_ Cum. GPA \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Faculty Supervisor: \_\_\_\_\_

Semester: ☐ Fall 20\_\_ ☐ Spring 20\_\_ ☐ Intersession \_\_-\_\_ ☐ Summer 20\_\_ Class Level: (FY, Soph, Jr, Sr) \_\_\_\_\_

Internship Title / Location: \_\_\_\_\_

On-site Supervisor: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Credits Requested (see Credit Policy on back): ☐ 2 credits ☐ 3 credits ☐ 4 credits

**TYPE your responses on a separate sheet and attach it to this form.**

1. Describe your internship briefly, including (a) the duties to be performed, (b) the nature of the work to be completed, and (c) a schedule indicating the hours to be devoted to your project each week.
2. Explain how this internship will serve your academic and career goals.
3. Outline how your progress will be assessed during the project and the ways you will document the results of your internship to the Director of Career Development when the project is completed. You will also have to confirm that your on-site supervisor is willing to submit a letter evaluating your performance to the Director of Career Development. (NOTE: Internship credit is awarded only on a **pass/fail** basis).

**I agree to:**

1. Carry out my internship as described;
2. Keep the Faculty Supervisor or Director of Career Development informed of my progress;
3. Notify the Registrar immediately if I find it necessary to drop or withdraw from the internship\*, and
4. Make an appointment with the Director of Career Development immediately after completion of the project to present documentation. (\*Standard drop/withdrawal deadlines apply.)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Signature of Academic Advisor

Director of Career Development

Signature of on-site supervisor

Alternatively, you may have your on-site supervisor send a letter agreeing to oversee your work to the Director of Career Development.

**You MUST obtain the ABOVE signatures before returning this form to the Office of Academic Affairs**

Approved: \_\_\_\_\_

Associate Dean of Academic Affairs

Date

## ELIGIBILITY

To undertake an internship for credit, a student must meet one of the following criteria:

- First-year students must have completed at least one semester of academic work and have a cumulative GPA of 3.3 or higher.
- Sophomore students must have a cumulative GPA of 3.0 or above.
- Juniors and seniors must have a cumulative GPA of 2.50 or higher.

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## CREDIT POLICY

A 2-credit internship requires students work **84 hours** over the course of the internship. This equates to 6 hours per week over a 14-week semester.

A 3-credit internship requires students work **126 hours** over the course of the internship. This equates to 9 hours per week over a 14-week semester.

A 4-credit internship requires students work **168 hours** over the course of the internship. This equates to 12 hours per week over a 14-week semester. (NOTE: 4-credit internships are limited to students in the Upper College Program).

**Most internships are ungraded.** In some circumstances an Upper College student may petition to have an internship graded or credits applied to their program of study. Graded internships will require additional reading and writing which must be approved in advance and later evaluated by the faculty member with expertise most appropriate to the internship and the student's overall program of study. Upper College students wishing to apply internship credits toward their Program of Study must also petition and have the requirements evaluated by the faculty member with expertise in the student's overall program of study. Such petitions must follow the PETITION guidelines noted below.

### NOTES:

- **FOR ANY EXCEPTION TO THE ABOVE,** THE STUDENT MUST SUBMIT A PETITION FOR EXCEPTION (available in the Office of Academic Affairs) AT THE SAME TIME AS SUBMITTING THIS ECP CONTRACT FORM.
- THIS COMPLETED CONTRACT MUST BE SUBMITTED TO THE OFFICE OF ACADEMIC AFFAIRS BY THE DEADLINE ON THE CURRENT ACADEMIC DATES AND DEADLINES CALENDAR.
- **Add/Drop/Withdraw Deadlines:** If you find it necessary to **drop** an ECP taken over the summer or intersession, you must inform the Director of Career Services and the registrar's office in writing within the first two weeks of the summer session or intersession. ECPs taken during the regular academic year fall under the same add/drop/withdraw deadlines as regular courses.
- Any summer or intersession ECP for which the registrar's office does not receive a pass/fail grade by the end of the 2<sup>nd</sup> week of the following semester will automatically lapse to F.

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- **2016-2017 FEES:** The fees for internship projects taken during the summer or intersession, and for students on Leave To Study Away, are \$250 per credit. Students on Leave To Study Away will be charged the \$500 enrollment fee in addition to the per credit charges.

There is no charge for internship projects for students who are registered and taking courses full-time at Bard College at Simon's Rock during the semester in which the internship project occurs. Internship project credits are included in the student's total credits for a semester, and thus must not put a student over the credit limit of 18 credits per semester or additional fees will be applied.