

**FOR OFFICE USE ONLY:**

OEL Approval: RW UIS Supervisor: TBD  
Course CRN: 14521-IPL301A Course Instructor: Robert Weis

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## IPL 300/301

### Course Application

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### INTERNSHIP/PROJECT COURSE CREDIT REQUIREMENTS

#### Student Eligibility & Criteria for an Approved Internship/Project Experience

- **Course Prerequisites:** complete three 300/400-level courses in academic program (some require additional prerequisites/requirements).
- Learning experience must be an extension of the classroom that provides an opportunity to apply knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- Skills or knowledge learned must be transferable to other employment settings.
- Two-semester experience must occur consecutively and be requested in application process (not after start of semester). Course assignments will be completed accordingly: modules 1-3 and site visit completed prior to end of first semester; remaining modules completed by end of second semester.
- Experience completed at current place of employment must follow additional requirements/approvals as outlined below:
  - must currently be working in field of study;
  - work in a new position or have new duties/projects/etc. assigned;
  - willingness of work supervisor to supervise new responsibilities as credit-bearing experience.
- Experience has defined beginning/end dates: **FA/SP-minimum 8 weeks, average 15 weeks; SU-6 weeks** and position description includes desired qualifications (use format provided).
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework (developed in IPL course).
- Supervision is provided by a professional with expertise, education and/or professional background in the field related to the internship/project experience (UIS Supervisor).
- Routine feedback is provided by experienced supervisor (Field Supervisor).
- Resources, equipment, and facilities are provided by host employer that supports learning objectives/goals.

☒ I have taken the course prerequisites and my proposed internship/project field site meets the established criteria.

#### Course Application Process & Receiving Credit

[Application Process Details](#)

- **Application Submission/Approvals:** Plan ahead! Prior to submitting course application, consult with academic advisor, IPL advisor, UIS supervisor and field supervisor to ensure application content is accurate/complete. Submit course application by deadline and use Adobe Sign software to obtain approvals from IPL program and supervisors.
- **Approval Notification:** Student receive notification from [ipl@uis.edu](mailto:ipl@uis.edu) detailing course enrollment instructions, ONLINE course section assignment (unless on-ground section requested) and number of credit hours to enroll in. Students failing to register by first day of semester will have permissions withdrawn. Only in rare occasions will late registration be granted.
- **Receiving Credit for Course:** Student must be enrolled at UIS in either IPL 300/IPL 301 course during semester of IPL internship/project experience. Student must complete all experience, course, contact hours (50 contact hours = 1 credit hour earned) [requirements](#), and receive a passing grade (credit/no credit course) to be awarded course credit. If seeking more than 6 credit hours, completion of additional course assignments is required. [Additional information pertaining to internship requirements and course information.](#)

☒ I understand the IPL course application process, course assignments and requirements for receiving credit.

# IPL 300/301 INTERNSHIP/PROJECT COURSE APPLICATION

[Learn more about application instructions, deadlines, and processing information.](#)

**COURSE:** IPL 301-Project **APPLYING FOR:** Semester: FA-Fall Yr.: 2022

Applying for 2-semester experience (must be consecutive semesters): ☐ Yes ☒ No

2<sup>nd</sup> Semester: \_\_\_\_\_ Yr.: \_\_\_\_\_ ☐ I agree to create a timeline that expands over two-semester and complete all course assignments to receive credit.

## STUDENT INFORMATION:

First Name: Max Last Name: Harris  
UIN: 678696940 Phone Number: 7036770960 Alternative Phone: \_\_\_\_\_  
UIS Email: mharr26@uis.edu Personal Email: mharris382@gmail.com

Are you an Illinois resident (based on your UIS admission application)? ☐ Yes ☒ No

Primary Academic Major: Computer Science: BS Minor: \_\_\_\_\_

2<sup>ND</sup> Academic Major: \_\_\_\_\_ Academic Advisor: Jennifer Berry

Expected Graduation: Semester SP Yr. 2023 Are you an international student? ☐ Yes ☒ No

If YES, ☐ F1 ☐ J1 ☐ Other: \_\_\_\_\_; Need an on-ground section as part of your visa requirement? ☐ Yes ☐ No

☐ I agree to contact the [Office of International Student Services](#) to begin the Curricular Practical Training (CPT) process and obtain approval prior to beginning internship/project. ISS office will require an employer's offer letter specifying beginning/end dates and weekly hours expected to work. Please be aware CPT does have an adverse effect on OPT eligibility when students complete a year or more of full-time CPT (anything over 20 hours per week) which makes them ineligible for OPT.

## INTERNSHIP/PROJECT INFORMATION:

Position/Project Title (e.g. Marketing Intern): Lead Game Developer/Software Engineer

Position Job Family (select one-primary): Arts, Design, Entertainment, Sports, and Media

Experience Type: Professional Project

Compensation: ☒ Paid \$ 000 / Hr \_\_\_\_\_; ☐ Stipend \$ \_\_\_\_\_ / \_\_\_\_\_; ☐ Current Employer ☐ Other: \_\_\_\_\_

Experience Beginning Date: 09/09/2022 Ending Date: 12/14/2022

**Note: Beginning/Ending Dates should coincide with academic semester-if different, consult with OEL advisor. Minimum length of experience should be 8 weeks FA/SP and 6 weeks SU.** Business/Organization Name: University of Illinois at Springfield

Type of Organization: UIS Address: One University Plaza, MS BRK

City: Springfield State: IL Zip Code: 627043 Country: United States

Field Supervisor's Full Name: Anshul Pendse Title: Expert Supervisor

Phone: 2132717416 E-mail: anshulpendse@gmail.com Website: linkedin.com/in/apendse

Is your field supervisor a relative? ☐ Yes ☒ No

## CREDIT HOURS AND INTERNSHIP HOURS:

**Formula: 50 site hrs = 1 credit hr. Consult with academic advisor to determine credit hours needed. Site hrs = Internship/Project hrs.**

1. Course Credit Hours: 7 x 50 (site hours) = Total Site Hours 350

2. Total Site Hours 350 ÷ Total # of Weeks at Site 13.5 = Ave. Site Hrs/Wk 26

3. How will you apply credit earned? (consult with academic program advisor)

☒ ECCE Engagement/ECCE Elective Number of Credits: 6

☒ General Electives Number of Credits: 1

## UIS Supervisor:

Are you majoring in any of the following majors: CBM (BAA, ACC, ECO, MIS), CSC, ISS, EXR, or PSY?

☒ Yes (your UIS supervisor has been preassigned. Visit our website for a list of assigned faculty for each of the above majors.)

☐ No (you need to find a faculty member from your major that agrees to serve as your UIS Supervisor before submitting this form.)

I've secured a UIS Supervisor ☐ Yes

UIS Supervisor Full Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## INTERNSHIP/PROJECT DESCRIPTION

1. Proposed Internship/Project position description (answer the following; do not attach position posting; you may copy and paste information from position/project description) – [See completed sample application](#) for more guidance.

a. Position Summary.

b. Describe Field Supervisor's Role.

Meetings with Field Supervisor (minimum once per week-in-person/phone/video conference): 2 / Monthly

c. Describe Key Responsibilities (IPL 301-Project Students include a timetable of tentative stages of project development/completion. Discuss prototype for possible publication).

d. List qualifications required for this position - optional question (e.g. knowledge/skills/abilities)

2. Is this internship/project being completed at your current place of employment? ☐ Yes ☒ No

a. If Yes, define how your internship/project significantly differs from your previous/regular duties.

b. Current Regular Weekly Work Hours \_\_\_\_\_

Anticipated Experience Weekly Hours **included** in Current Work Hours \_\_\_\_\_

Anticipated Experience Weekly Hours **in addition** to Current Work Hours \_\_\_\_\_ ☐ Paid ☐ Unpaid

3. Outline any academic coursework, experiences, and/or skills you have that will be an asset in your proposed internship/project.

## PROPOSED LEARNING OBJECTIVES RELATED TO: SKILLS/KNOWLEDGE/AREAS OF EXPERTISE

Briefly summarize 5 areas of: **a)** skills/knowledge/expertise **b)** how you intend to learn/develop/enhance each area **c)** what support/resources will be needed. (Resources for reference: [Employability Skills Framework-Checklist](#); [O\\*Net Online](#) - select advanced search to identify knowledge, skills, work activities/context).

1. a)  
b)

c)

2. a)  
b)

c)

3. a)  
b)

c)

4. a)  
b)

c)

5. a)  
b)

c)

# STUDENT AGREEMENT

## Student Conditions, Conduct, & Termination:

MAH Student understands when an internship/project is accepted whether verbally or in writing, the student should no longer consider other internship/project offers. If a student decides to accept internship/project offer from another organization after already accepting the first offer this is called renegeing on an offer. This is considered an unethical practice and can potentially harm your professional reputation and have lasting impacts on your future career.

MAH Student will assume responsibility for fulfilling the duties assigned by the Agency. The student will be under the jurisdiction of Agency officials for training purposes and will follow Agency rules to the extent that such rules directly relate to the OEL-IPL Internship Program experience. The student will be expected to conduct himself/herself in a professional manner, follow Agency dress code and conform to the accepted standards of the Agency including but not limited to:

- Demonstrate respect, dependability, and cooperation with supervisor and co-workers. Ask questions to identify/clarify any confusion regarding responsibilities. Maintain a strictly professional relationship with supervisor and co-workers.
- Refrain from the consumption of alcohol and/or drugs while performing the duties of internship/project.
- Follow pre-screening processes including background check, drug screening, vaccination guidelines, licensure/certification, etc.
- Adhere to organizational policies, including attendance, absence notification and confidentiality protocols.

MAH Student will adhere to all UIS policies and procedures, including the student code.

MAH Student will report any changes in registration, schedule, supervision, or problems with internship/project to the OEL-IPL Program.

MAH Student understands placement is not an offer of future employment and there is no expectation of employment as a result of this internship/project experience.

MAH Student acknowledges if conduct or performance is unsatisfactory to the Agency, Agency will immediately notify the University's OEL Director. The Agency and University shall work cooperatively to allow the student an opportunity to respond to the concerns, and if appropriate, remediate. If student's performance does not improve to the satisfaction of the Agency, or if University has determined remediation is not possible, the Agency may request the University to terminate the student's placement.

MAH Student agrees if he/she wishes to resign from internship position, intern must provide a minimum of 10 business days' prior written notice to the OEL Director and Agency Supervisor.

**Step 1 ends here! Student will sign application after Field & Faculty Supervisors approve.**

☒ I have fully read, understand, and agree to all of the above statements and comments.

STUDENT SIGNATURE: Max Harris DATE: 09/13/2022

PRINTED NAME: Max Harris

## OEL-IPL ADVISOR PREAPPROVAL:

☐ Approved ☒ Approved-with additional revisions indicated in comment section ☐ Denied- needs specific/extensive revisions

## APPROVERS COMMENTS:

### OEL Advisor Comments (if any):

### Field Supervisor Comments (if any):

### UIS Faculty Supervisor Comments (if any):

## FIELD (ON-SITE) SUPERVISOR APPROVAL

### **Expectations of Field Supervisor:**

The Field Supervisor is responsible for the supervision (or assigning the supervision), mentorship, and activities of the intern while on-site.

1. The supervisor discusses the intern's work with the student and provides feedback/suggestions as necessary.
2. The supervisor provides meaningful work of educational value in the project areas for which the internship/project is designed (basic clerical responsibilities should not exceed 20% of the student's time).
3. The supervisor participates in a brief site visit or phone conference with the student and the student's faculty advisor about halfway through the internship/project to discuss the student's learning objectives and progress.
4. The supervisor completes a short evaluation near the end of the academic semester (UIS does not expect disclosure of proprietary company information).
5. The supervisor can contact the OEL-IPL Internship Program at UIS for any changes, concerns, or questions regarding the student or internship/project experience.

### **Field Supervisor Qualifications:**

1. Field Supervisor Education Level: Doctoral Degree
2. Degree(s); Certifications/Credentials: \_\_\_\_\_
3. Years of experience in the field related to student's responsibilities: 8+
4. Years of experience supervising intern: 8+

### **As an internship/project Field Supervisor for a UIS Student:**

- I have reviewed students' qualifications, selected an intern, and assigned projects in accordance with federal, state, and local laws (e.g., race, sex, national origin, religion, age, disability, etc.).
- My relationship with the intern will remain professional at all times.
- Neither a relative of the student nor a current UIS student should serve as supervisor (unless otherwise approved by OEL-IPL).

- Business/Organization Type/compensation:

☐ Profit/paid      ☐ Profit/unpaid      ☐ Non-profit/paid      ☒ Non-profit/unpaid

**Is the intern a current employee?**      ☐ Yes      ☒ No

If Yes,      ☐ Paid for additional responsibilities      ☐ Not paid for additional responsibilities

If profit/unpaid: I have reviewed the [U.S. Department of Labor -Fair Labor Standards Act guidelines](#) and agree that our organization meets the eligibility criteria to host an unpaid internship in accordance with the Fair Labor Standards Act-Primary Beneficiary Test.

**REQUIRED SIGNATURE:** ☒ I have fully read, understand, and agree to all of the above statements:

**Printed Name:** Anshul Pendse      **Signature:** Anshul Pendse      **Date:** 09/12/2022

## UIS FACULTY SUPERVISOR APPROVAL

### **Expectations of UIS Faculty Supervisor:**

1. Participate in one midterm conference (in-person, phone call, or video call). The student is responsible for scheduling the midterm conference at a time convenient for all.
2. Review and endorse the student's Learning Contract at or immediately after the time of the midterm conference.
3. Review the completed internship materials and make a recommendation of credit or no credit.

### **APPROVAL – Select All That Apply (add comments as needed on page 5):**

- |                                                                                                                       |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Approved                                                                          | <input type="checkbox"/> Denied-Application does not align with student's academic coursework/major/minor |
| <input type="checkbox"/> Approved-based on additional revisions indicated in comments section                         | <input type="checkbox"/> Denied-Field Site is not appropriate                                             |
| <input type="checkbox"/> Denied-Needs specific/extensive revisions and student needs to arrange a meeting to discuss. | <input type="checkbox"/> Denied-Field Site supervisor does not meet minimum qualifications                |
| <input type="checkbox"/> Denied-Application does not meet criteria for undergraduate level work                       | <input type="checkbox"/> Denied- Learning outcomes are not appropriate for course credit                  |
|                                                                                                                       | <input type="checkbox"/> Denied- Learning outcomes do not align with experience description               |

**Printed Name:** Sviatoslav Braynov      **Signature:** Svet Braynov      **Date:** 09/12/2022