

Honors Interns
525:450
Spring 2006

Internship Advisor:

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Office Hours:

By Appointment

Course Description:

The Honors College internship program places students at various public and private institutions throughout the tri-state area. After the completion of both 120 hours of work and a term paper, students earn 3 credits towards their Honors College requirements.

Course Aims and Objectives:

Participating in an Honors College Internship will give you the opportunity to prepare for your post-graduation lives by getting real world experience now, while you are still enrolled in the university, and by giving you the chance to reflect systematically upon this experience. You will be able to apply your academic skills outside of the classroom, to gain important new skills essential to your professional development, and to practice thoughtfully describing and analyzing your work environment to interested third parties.

Course Requirements:

You must complete the following forms and requirements:

- 1) **INTERN PROPOSAL:** This form must be filled out as part of the internship approval process. The information you provide will help the HC determine if your proposed internship can be approved for credit. If approved, you will receive an SPN allowing you to register for 525:450 Honors Interns (3 credits).
- 2) **INTERNSHIP DESCRIPTION:** This form is filled out by the on-site supervisor in order to give the HC a clear idea about what the internship will consist of and what is expected of you. This form must be filled out no later than two weeks after the start of an approved internship and is to be filled out in cooperation with the student's on-site supervisor.
- 3) **STUDENT PROGRESS REPORTS:** These forms must be handed in to Mr. Mann at the end of each month. The purpose of these forms is to track student progress and insure that all hourly requirements are being met.

4) SUPERVISOR'S EVALUATION: This questionnaire helps insure that the HC gets a complete and fair assessment of your performance from you on-site supervisor. At the completion of the one hundred and twenty hours required for the HC internship, students are responsible for asking their on-site supervisor to complete, seal, and send this form to Mr. Mann by the conclusion of the internship.

5) FINAL PAPER: In order to receive credit for an HC approved internship students must submit a final paper by 4:30 pm Friday, April 21, 2006. See attached sheet for final paper requirements.

Grading Procedures:

Failure to hand in the forms outlined above in a timely manner will result in the drop of one letter grade. Additionally, depending on individual circumstances, failure to complete the 120 hours, failure to hand in the term paper, or the supervisor's evaluation will result in an "F" or "INC" for the internship.

Assuming that all work is completed and submitted in a timely fashion your supervisor's evaluation will count for 50% of your total grade, and your term paper will account for the rest. The criteria by which the paper will be graded may be found on the more extensive description of the attached final paper requirements.

*NOTE: All student and supervisor forms are available on-line by visiting <http://honorsnewark.rutgers.edu/> and clicking on "Download Forms" on the left navigation menu.