

Syracuse University Internship Proposal/Agreement URP 470

Complete this two-page form to earn credit (recorded on the academic transcript as Experience Credit) for an internship. This form must be submitted and approved before the start of the internship.

Student intern, please complete ALL information on this page:

Student Name _____ SUID # _____

College(s) _____ Major(s) _____ Level Fr So Jr Sr
(during int'p) Grad Non-matric

E-mail _____ Phone _____

Semester or Summer Session (choose one):

Fall Spring Summer Sess I (6 wks.) Summer Sess II (6 wks.) Summer Comb. Sess (12 wks.)

Is this internship being done through SUAbroad? : Yes No

Year Internship Start Date: _____ Internship End Date: _____

Course: Dept/Coll 3-Letter Prefix: URP 470 Course Number: 270 470 670
Number of credits: 3 x 45 hours = 135 (minimum number of internship-related hours to be worked)

Title: Experience Credit Grading Basis: letter grade A-F or pass/fail (undergrads only)

Class number (to be assigned by Registrar's Office --student, **do not** fill in) _____

SU Faculty Sponsor Name (printed) William D. Coplin Coll & Dept. MAX/PAF

E-mail wdcoplin@maxwell.syr.edu Last 4 digits of SUID 1908
(Faculty member please provide)

Student is responsible for checking with academic department and/or college for rules on number of credits and grading basis.

- Internships must be registered for the academic term in which the internship work is begun.
- Internships which extend over two terms (but not two summer sessions) must be registered as two separate internships.
- Minimum 45 total hours of internship work required per credit. More than the minimum may be worked without registering for additional credits, and all hours worked under faculty oversight during the stated term are considered part of the internship.
- Registration for credit-bearing Experience Credit **cannot** be done retroactively for an internship performed without faculty oversight.

Internship Site Information

Organization name & physical address: _____

Organization contact's (E.g., Intern Coordinator or Human Resources): Name _____

Title, e-mail, phone number: _____

Intern's site (work) supervisor: Name _____ Title _____

E-mail _____ Phone _____

Does the organization require credit registration as a condition of doing this internship? YES or NO

I understand that tuition will be charged for internship credits on the same basis as it is charged for other credits during the same academic term (fall, spring, or summer).

I understand that Internships that do not extend over the entire semester or summer session are considered "flexible format" and have deadlines unique to that internship. (Please contact internship or registrar staff for deadlines specific to your internship.)

Signed (student) _____ **Date** _____

INTERNSHIP LEARNING AGREEMENT

Faculty sponsor and/or student, please fill in clearly and completely.

1. Objectives / learning goals: What does the student want to learn from this internship?

Learning objectives are the following 10 basic skill sets which include 38 skills. See attached Poster.

1. Taking Responsibility
2. Developing Physical Skills
3. Communicating Verbally
4. Communicating in Writing
5. Working Directly with People
6. Influencing People
7. Gathering Information
8. Using Quantitative Tools
9. Asking and Answering the Right Questions
10. Solving Problems

2. Anticipated activities and tasks of internship: How does student expect to accomplish the learning?

135 internship hours and required assignments

3. Required supplemental assignments and communication with faculty sponsor

Complete the required assignments outlined in the attach and respond in a timely manner as specified below


4. Criteria for assessing student's academic performance:

As for evaluation, your supervisor's evaluation and completion of the requirements in the URP 470 syllabus will determine your "grade."

Agreed:

Student Signature

Date



Faculty Sponsor

Date

Internship Proposal/Agreement Approved:

Student's academic advisor (Non A&S only): Signature NA Date _____

Dept. chair/college rep.: Signature Kandi L. Johnson Date _____

SU Career Services, Internship Staff Initials _____ Date _____
(for participating colleges/programs only)

College Undergraduate/Graduate Office: Signature _____ Date _____

URP 470 Learning Contract

URP 470 is a course that requires timeliness, attention to directions, and fulfillment of requirements. In registering for this course, you agree to do the following:

Academic Requirements

A. Fully register for the course:

- i. Use the official URP 470: Experience Credit form available at casadvising.syr.edu. Once there, scroll over “Careers & Majors” tab and click on “Experience/Internships for Credit.” The form is also available at the College of Arts and Sciences Advising office or SU Career Services.
- ii. Carefully read the syllabus and all the required assignments described on the URP 470 page under “Experience/Internships for Credit” before you agree to take this course.
- iii. Submit the Internship Proposal/Agreement and Site Supervisor Learning Agreement to Career Services.
- iv. You will receive an email from Career Services outlining the next steps in the URP process once your application has been accepted.

B. Complete the assignments listed below by the stated deadlines. Materials for these assignments are available on the Advising and Academic Support [website](#) under Careers & Majors, “Experience/Internships.”

1. Career Services Reporting Requirements-10 points
2. Weekly Hours Logs-10 points
3. Skills Assessments-10 points
4. Trend Line Graph Practice Assignment- 5 points
5. Resume and LinkedIn Profile-5 points
6. Final Electronic Portfolio-30 points
7. 135 Internship hours-30 points

This course is graded A-F based upon the criteria outlined in the syllabus.

SkillsWin!



Skill Set 1 - Taking Responsibility

- 1 - Motivate Yourself
- 2 - Be Ethical
- 3 - Manage Your Time
- 4 - Manage Your Money



Skill Set 6 - Influencing People

- 19 - Manage Effectively
- 20 - Sell Successfully
- 21 - Politick Wisely
- 22 - Lead Effectively



Skill Set 2 - Developing Physical Skills

- 5 - Stay Well
- 6 - Look Good
- 7 - Type Well
- 8 - Write Legibly



Skill Set 7 - Gathering Information

- 23 - Search the Web
- 24 - Use Library Holdings
- 25 - Use Commercial Databases
- 26 - Conduct Interviews
- 27 - Use Surveys
- 28 - Keep and Use Records



Skill Set 3 - Communicating Verbally

- 9 - Converse One-on-One
- 10 - Present to Groups
- 11 - Use Visual Displays



Skill Set 8 - Using Quantitative Tools

- 29 - Use Numbers
- 30 - Use Graphs and Tables
- 31 - Use Spreadsheet Programs



Skill Set 4 - Communicating in Writing

- 12 - Write Well
- 13 - Edit and Proof
- 14 - Use Word Processing Tools
- 15 - Master On-Line Communication



Skill Set 9 - Asking and Answering the Right Questions

- 32 - Detect Nonsense
- 33 - Pay Attention to Detail
- 34 - Apply Knowledge
- 35 - Evaluate Actions and Policies



Skill Set 5 - Working Directly with People

- 16 - Build Good Relationships
- 17 - Work in Teams
- 18 - Teach Others



Skill Set 10 - Solving Problems

- 36 - Identify Problems
- 37 - Develop Solutions
- 38 - Launch Solutions

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