

INTERNSHIP/PRACTICUM PREPARATION WORKSHEET

*This document is intended to help you prepare to submit your internship/practicum learning agreement. **Do not** submit this form directly. Use it to help you prepare your internship to be submitted on the [Internship/Practicum Learning Agreement](#)*

FIRST

review the policy at: <https://docs.lclark.edu/undergraduate/policiesprocedures/independent-internship/>

The questions you will be asked on the Internship/Practicum Learning Agreement include the following:

INFORMATION ABOUT THE INTERNSHIP ITSELF

1. Demographic information about you and the semester in which you propose to earn credit
2. Your faculty sponsor's name and department/program
3. Department from which you should earn credit – in departments with multiple subjects, you need to specify the correct subject (example: MATH or CS)
4. Information about your internship site and site supervisor (if different than your faculty sponsor)
5. Title of your internship/practicum (limited to 22 characters)
6. The number of credits which you hope to earn – see information about credits below
7. Grading option (CR/NC or Letter Graded) Note that available grading options are governed by the course as it was approved by the faculty Curriculum Committee.
8. Dates of the activity – while your internship may begin or end outside the dates of the semester, **only work completed within the semester** start and end dates can be used to award credit. All work must be submitted to your faculty sponsor before the end of the final exam period.
9. Your faculty member will determine the level of the course (200 or 400 level)

DESCRIPTION OF INTERNSHIP/PRACTICUM AND LEARNING OBJECTIVES

1. You will need to describe your primary learning objectives in the areas of academic learning, professional learning, and personal learning.
2. Describe what you hope to accomplish and learn from this experience.
3. Provide a complete description of your specific responsibilities, projects, and/or tasks.
4. Describe the type and frequency of the feedback you will receive from your **site supervisor**. When and how will your performance be evaluated?
5. How will you demonstrate to your faculty sponsor what you have learned (i.e. paper, journal, project, portfolio, etc.). Be specific. Also include the date when work is due. (Must be before the end of the final exam period.) It is recommended that for a written product, the length be commensurate with the amount of credit being granted.
6. Describe your arrangements for contact with your faculty sponsor (meetings, email, phone, etc.).

Your faculty member will be asked to provide an explanation of the grading criteria.

REGULATIONS AND REGISTRATION INFORMATION

- ▶ Practicum, internship, directed study, and independent study courses may not be used to fulfill General Education requirements.
- ▶ Check the department's course listings in the current year's catalog to verify that the department offers internship/practicum courses (numbered 244 or 444). Credit cannot be granted for internships or practica if the department does not currently have an internship course that has already been approved by the Curriculum Committee.
- ▶ The level of the course (244 or 444) is determined by the faculty sponsor and reflects the depth and rigor of the academic component of the course. Consult with the faculty sponsor prior to submitting this form.
- ▶ The activity must be academically related to the department awarding credit, and may not duplicate material covered in existing courses.
- ▶ The faculty sponsor must be a faculty member within the department (or advisor within an interdisciplinary major/minor) under which the independent study/internship will be awarded credit.
- ▶ The completed Learning Agreement (both student and faculty forms) must be submitted to the Registrar's Office before the end of the add/drop period. We strongly recommend submitting this form during the priority registration period or early in the add/drop period to allow for revisions (if necessary).

CREDIT MAXIMUM ELIGIBILITY

There are significant limits on the number of Independent/Directed study credits (299/499) and Internship/Practicum credits (244/444) that can be applied to your degree (or major/minor):

- 16 total (any combination of 299, 499, 244, 444)
- of which only 8 can be internship/practicum (244 or 444)

Please be sure to review these limits in the College Catalog at <https://docs.lclark.edu/undergraduate/policiesprocedures/independent-internship/> and on the relevant catalog page for your major/minor.

- ▶ You may not register for more than a total of 4 credits of Independent/Directed Study and/or Internship/Practicum in any one semester.

CREDIT AWARD

To earn one credit, the student must spend a minimum of 3 hours per week, over a 15 week semester (or a total of 45 hours per semester) in activities directly related to the internship/practicum. (Note that summer semester is shorter, and more hours would have to be completed each week to reach 45 hours.)

Activities could include the internship/practicum itself, and research, reading, writing papers, and/or completing a product or presentation for the course. Your faculty advisor will specify what is expected.

IMPORTANT - all work must be completed WITHIN the official semester dates in which credit is to be earned. Work completed before the semester begins or after it ends cannot be considered for awarding credit.

- ▶ 1 credit - requires 45 hours of documented work within the semester
- ▶ 2 credits - requires 90 hours of documented work within the semester
- ▶ 3 credits - requires 135 hours of documented work within the semester
- ▶ 4 credits - requires 180 hours of documented work within the semester