

MILLS COLLEGE

PETITION FOR ACADEMIC INTERNSHIP AND COMMUNITY ENGAGED LEARNING (CEL) CREDIT

Notes:

Internship for Credit	Internship for Credit to fulfill CEL Requirement
1. Juniors and seniors are eligible.	Sophomores, Juniors and seniors are eligible.
2. Academic year interns must attend required internship meetings at the Office of Career Connections and Community Engagement (CCCE). All interns will complete a final evaluation of their internship experience. OPTIONAL: 2 professional skills-building workshops and on-line reflection module	IN ADDITION: Students must attend 2 orientation and professional skills-building workshops (held in the beginning of each semester) AND participate in an on-line reflection module through Blackboard. CRN: COLL 197
3. Internships are graded pass/no pass only and must be contracted for 3 semester units. Students must work a minimum of 10* hours per week at their internship site. *Exact number of internship hours to be negotiated between student and internship supervisor.	Internships are graded pass/no pass only. CEL internships can be contracted for 2 - 3 semester units. Students will engage in 1 hour per week in the Reflection Module and a minimum of 5-9* hours per week at their internship site. *Exact number of internship hours to be negotiated between student and internship supervisor.
4. Internships appear as courses on the student's transcript. The course, numbered [Department] 197, must be approved <i>in advance</i> by a faculty supervisor and the faculty advisor.	Same. Course number for CEL internship is COLL 197. This course number will include registration in the required online Reflection Module
5. No academic overloads are permitted. See here for information on course overloads: http://www.mills.edu/academics/undergraduate/catalog/atendance_req.php	Same
6. Internships must be completed off campus.	With some exceptions, internships must be completed off campus. See the Office of Career Connections and Community Engagement (CCCE) for exceptions
7. Students seeking to receive credit for summer internships should note there is an associated fee please visit http://www.mills.edu/student_services/student_accounts/summer_tuition.php for more information	Same

Instructions: To receive academic credit for an internship, students must complete the following steps:

Internship for Credit	Internship to fulfill CEL Requirement
1. Meet with faculty	Same
2. Meet with CCCE Office	Same
3. Obtain internship	Same
4. File paperwork* by ___ spring ___ fall ___ summer The Petition for Academic Credit & Learning Contract* are submitted to CCCE for approval by the CEL Committee.	Same
5. Complete internship and submit final paper to faculty internship supervisor	Complete internship AND two orientation workshops & Online Reflection Module

SECTION I

Check here if you are using this internship to fulfill your Community Engaged Learning (CEL) core curriculum requirement:

Student Name:

Last _____ First _____

Mills ID: _____ Email: _____

Phone: _____ Major/Minor: _____

Class: Sophomore [allowed for CEL Registration Only] Junior Senior

Semester: Fall Spring Summer 20_____

SECTION II

Internship Organization Name: _____

Internship Title: _____

Academic Department OR CEL/Core Curriculum: _____

SECTION III: Student & Faculty Supervisor Agreement

Academic internships are valued at a full course credit, and as such replace one academic course at Mills College. Therefore, it is important that the internship be a significant academic experience. When completing the Petition for Academic Credit, please describe the academic content of this internship. Typically, this academic content should take one of the following forms:

1. The internship itself has a significant research, analytical, or performance component, appropriate to the discipline, and is equivalent to the work a student might do in a directed research project in that discipline. In addition to regular contact with the faculty supervisor, the student will write a paper summarizing the results of the internship.
OR...
2. The internship builds on skills learned in the classroom but does not itself have a significant research component. In this case, upon completion of the internship, the student should write a focused analytical paper on a topic agreed upon by the student and the faculty supervisor that explores a particular aspect or broader implications of the internship. This paper should not simply be a description of the student's activities in the internship or an assessment of the internship's value to the student. While topics for such a paper may arise during the course of the internship, we request that you suggest one or two possible topic below in some detail to aid the CEL Committee in considering approval for academic credit for this internship.

Students - Describe the academic content of this internship:

Faculty Supervisor - Describe how you will supervise this student:

SECTION IV: Student & Site Supervisor Agreement

Internship Organization: _____

Department: _____ Internship Supervisor and Title: _____

Phone: _____ Email: _____

Title of Internship Position: _____

Average number of hours the intern will devote to the internship: _____

Please provide a brief description of the organization and the department (or division) in which the student will be working:

Please provide a description of the top three specific duties that the intern will perform with the approximate time spent on each: *(Note: Credit is granted for professional experience only; clerical duties are not considered professional and may never comprise the majority of the internship experience)*

- 1.
- 2.
- 3.

List relevant academic coursework and specific skills required for this Internship:

Briefly describe the weekly supervision provided for the student:

SECTION V: Necessary Signatures

Faculty: Your signature indicates that you believe that the attached job description merits academic credit and is appropriate as part of this student's academic program.

Faculty Internship Supervisor: (sign)_____

Faculty Internship Supervisor: (print)_____ Date: _____

Faculty Advisor (if different from Faculty Supervisor): (sign)_____

Faculty Advisor (print)_____ Date: _____

Organization Internship Supervisor: (sign)_____

Organization Internship Supervisor: (print)_____ Date: _____

Career Connections staff member: (sign)_____

Career Connections staff member: (print)_____ Date: _____

Student: (sign)_____

Student: (print)_____ Date: _____

For Office Use Only:

G.P.A. _____ CEL Committee Review Date _____ Approved? Yes _____ No _____
Student Registration: CRN _____ Term: _____ Date: _____ Initials _____

Mills College

Internship Learning Contract

This form must be completed in discussion between the student, the Mills College Office of Career Connections and Community Engagement (CCCE), and the Internship Sponsor *prior* to the start of the Internship.

The purpose is to reach mutual, clear understanding about the goals and expectations of the student and the supervisor. This can be used as a basis for the final evaluation.

This form is for CCCE documentation only.

SECTION I

Please describe your goals for this internship. In addition, please include the steps you will take to achieve these goals as well as, deadline dates.

1. Goal:

Action steps:

Deadline date:

2. Goal:

Action steps:

Deadline date:

3. Goal:

Action steps:

Deadline date:

SECTION II

Organization Internship Supervisor: (sign) _____

Date: _____

Career Connections staff member: (sign) _____

Date: _____

Student: (sign) _____

Date: _____

Faculty Supervisor: (sign) _____

Date: _____