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

Notes:

<table>
<thead>
<tr>
<th>Internship for Credit</th>
<th>Internship for Credit to fulfill CEL Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Juniors and seniors are eligible.</td>
<td>Sophomores, Juniors and seniors are eligible.</td>
</tr>
<tr>
<td>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. <strong>OPTIONAL:</strong> 2 professional skills-building workshops and on-line reflection module.</td>
<td>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. <strong>CRN:</strong> COLL 197</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Internships appear as courses on the student’s transcript. The course, numbered [Department] 197, must be approved in advance by a faculty supervisor and the faculty advisor.</td>
<td>Same. Course number for CEL internship is COLL 197. This course number will include registration in the required online Reflection Module</td>
</tr>
<tr>
<td>No academic overloads are permitted. See here for information on course overloads: <a href="http://www.mills.edu/academics/undergraduate/catalog/attendance_req.php">http://www.mills.edu/academics/undergraduate/catalog/attendance_req.php</a></td>
<td>Same</td>
</tr>
<tr>
<td>Internships must be completed off campus.</td>
<td>With some exceptions, internships must be completed off campus. See the Office of Career Connections and Community Engagement (CCCE) for exceptions</td>
</tr>
<tr>
<td>Students seeking to receive credit for summer internships should note there is an associated fee please visit <a href="http://www.mills.edu/student_services/student_accounts/summer_tuition.php">http://www.mills.edu/student_services/student_accounts/summer_tuition.php</a> for more information</td>
<td>Same</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Internship for Credit</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1. Meet with faculty</td>
<td>Same</td>
</tr>
<tr>
<td>2. Meet with CCCE Office</td>
<td>Same</td>
</tr>
<tr>
<td>3. Obtain internship</td>
<td>Same</td>
</tr>
<tr>
<td>4. File paperwork* by ___spring_____fall______summer The Petition for Academic Credit &amp; Learning Contract* are submitted to CCCE for approval by the CEL Committee.</td>
<td>Same</td>
</tr>
<tr>
<td>5. Complete internship and submit final paper to faculty internship supervisor</td>
<td>Complete internship AND two orientation workshops &amp; Online Reflection Module</td>
</tr>
</tbody>
</table>
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: ________________
