

**THE UNIVERSITY OF SCRANTON
KANIA SCHOOL OF MANAGEMENT**

Process for Seeking Academic Credit for Internships

Internships for credit are individualized, supervised experiences in a work or volunteer setting which the University judges to be worthy of academic credit. There should be sufficient academic rigor associated with the internship and the experience should give students the opportunity to reflect upon, analyze, and critique their experiences in a way that demonstrates knowledge of course contents and ideas and a sophisticated ability to apply perspectives of that specific field of study. The internship

**THE UNIVERSITY OF SCRANTON
KANIA SCHOOL OF MANAGEMENT**

SUPPLEMENTAL INTERNSHIP INFORMATION

TODAY S DATE: _____

STUDENT INFORMATION

STUDENT NAME: _____ ROYAL ID #: _____

TELEPHONE: _____ EMAIL: _____

DATES OF INTERNSHIP: _____ HOURS PER WEEK: _____ # OF WEEKS: _____

IS THIS A PAID INTERNSHIP? YES NO APPROXIMATE WEEKLY PAY: _____

EMPLOYER INFORMATION

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

IMMEDIATE WORK SUPERVISOR: _____ TITLE: _____

TELEPHONE: _____

**THE UNIVERSITY OF SCRANTON
KANIA SCHOOL OF MANAGEMENT**

ACADEMIC REQUIREMENTS AGREEMENT

STUDENT: _____ **FACULTY:** _____

TERM: _____ **COURSE NUMBER:** _____

As a student participating in an internship earning academic credit, I agree to complete the assignments checked below. I understand that I will not receive academic credit until these requirements are completed to the satisfaction of my faculty sponsor.

REFLECTION PAPER

I agree to submit a ____ page double-spaced paper reflecting on the internship experience and the degree to which the stated learning objectives were achieved.

JOURNAL

I agree to keep a _____ log of my activities and insight gained during my internship.
(Note the frequency of the log as daily, weekly, monthly, etc)

READINGS

I agree to read the following literature and will submit a paper as described below summarizing the relationship of the reading content to my internship experience.

OTHER

In addition, I agree to contact my faculty sponsor via email, telephone, or in person at least _____ times during the course of my internship to discuss my progress.
