

INTERNSHIP JOB DESCRIPTION FORM

STUDENT SECTION

Name (Last, First, Middle):

INTERNSHIP GOALS/LEARNING OUTCOMES

You must develop a minimum of three goals/learning outcomes that must be approved by your Internship Supervisor and Internship Instructor of Record. You may submit additional documents as needed.

GOAL/LEARNING OUTCOME # 1 Include your rationale, objective and measurable evidence (How will you know when you have met your goal?):

GOAL/LEARNING OUTCOME # 2 Include your rationale, objective and measurable evidence (How will you know when you have met your goal?):

GOAL/LEARNING OUTCOME # 3 Include your rationale, objective and measurable evidence (How will you know when you have met your goal?):

INTERNSHIP INSTRUCTOR OF RECORD SECTION

Internship Course Name: _____ Internship Course Number: _____

Please review the eligibility of the internship site and job description to ensure this is a credit-worthy experience. Then check the appropriate response to the questions below:

1. I have evaluated and approve this organization and job description as an experiential learning experience worthy of academic credit. YES NO
2. The learning outcomes and goals align with the internship course. YES NO
3. The student is completing the internship during the reported time frame. YES NO
4. The student's participation in the internship course will count as an elective. YES NO
5. Additional materials will be provided by the Academic Department. YES NO
6. To receive academic credit, the student must complete an extra project. YES NO

If yes, please explain:

This internship has been approved by the Internship Course Instructor of Record.

Instructor of Record Signature: _____ Date: _____