



Washington University in St. Louis

COLLEGE OF ARTS & SCIENCES

Internship Learning Agreement

Students may receive credit (P/F) for an internship. Work done for pay may also qualify for credit. A for-credit internship brings together the skills a student acquires in Arts & Sciences with the opportunity to develop and apply those skills in a professional work environment.

Students must work with a faculty sponsor. A faculty sponsor is an Arts & Sciences faculty member whose area of expertise relates to the internship.

The Internship Learning Agreement is completed by the student, in collaboration with their faculty sponsor and site supervisor. This agreement serves several purposes:

- To provide a framework or structure for the internship experience;
- To serve as a reminder to all learning partners of the purpose and activities of the internship;
- To provide the basis for evaluation and validation of the learning experience.

This form must be submitted no later than two weeks from the start of the internship. It is important for learning objectives, expectations, and requirements to be set before beginning the internship. Therefore, **credit cannot be awarded retroactively**. 45 hours worked is equal to one academic (elective) credit. In addition to completing the hour requirement, students must work a minimum of eight weeks to earn three credits or a minimum of six weeks to earn one or two credits.

After completing this form, students should follow these steps to receive academic credit in Arts & Sciences:

- **Register for the course number advised by your faculty sponsor.** Students who wish to earn general credit for a summer internship enroll in the fall course, L43 GeSt 299S: A Summer Internship for Liberal Arts Students.
- **Complete all assessment activities.** For General Studies credit, students will submit a reflection paper at the end of the semester in which credit is awarded along with assignments determined in consultation with their faculty sponsor (e.g. biweekly reflections).

Questions? Contact Maya Ganapathy, in the College Office, at mdganapa@wustl.edu.

This form may be signed electronically or digitally. Please obtain signatures of all relevant learning partners and provide them with a copy of this agreement.

Student Information

First Name:

Last Name:

Student ID:

Email:

Major (if declared):

Are you an int'l student?

Yes

No

Phone Number:

Internship Details

Position Title:

Company Name:

Department:

Address:

City:

Start Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

Hours per week:

Paid

Unpaid

Supervisor Name:

Title:

Email Address:

Phone Number:

How did you find this opportunity?

What tasks will you be responsible for at this internship?

How will the tasks you complete at your internship be evaluated?

Site Supervisor:

Thank you for working with our student. Please confirm that you have reviewed this section of the Learning Agreement.

X

Site Supervisor

Date:

Learning Objectives and Evaluation

A faculty sponsor is an Arts & Sciences faculty member in a department related to your internship. This person's field of expertise allows you to connect your internship to the work you are doing as a student in the College of Arts & Sciences.

Faculty Sponsor Name:

Department:

Email:

Phone:

What do you want to gain from this internship? For example, do you hope to explore career possibilities, develop new skills, test theories learned in class, etc.? Please list/describe your objectives.

Explain how your faculty sponsor's area of expertise relates to your internship. How will this expertise help you examine your internship experience? What perspectives and insights do you hope to gain?

How will you present to your faculty sponsor that you accomplished the goals outlined in the "educational objectives" section? How does the proposed form of evaluation relate to your learning objectives? Examples include bi-weekly reflections, a presentation, and a portfolio of work accompanied by a reflection paper.

Faculty Sponsor:

Thank you for sponsoring an internship. Please confirm that you have reviewed the Learning Objectives & Evaluation section of this form.

X

Faculty Sponsor

Date:

Student:

Please confirm that you have reviewed this form with your site supervisor and faculty sponsor.

X

Student

Date:

General Studies internships only

X

Maya Ganapathy
Assistant Dean

Date:

For General Studies credit, email this form to mdganapa@wustl.edu or return it to:

The College Office
Attn: Maya Ganapathy
104 Cupples II
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One Brookings Drive
St. Louis, MO 63130