Lycoming College
Committee on Individual Studies
Application for an Internship

The deadline for submission is the last day of Phase I registration. Please check Lycoming’s Academic Calendar for exact date.

Directions

• Fill in the personal information listed below.
• On separate sheets, the student and the academic supervisor must supply the information that is requested on page 3 of this application.
• The person supplying the information must sign his/her submittal. Refer to page 4 for guidelines.
• The student must obtain the signatures of the faculty indicated on the form and from the agency supervisor.
• The application must be clear and easy to read.
• The student must return the completed form to the Registrar who will forward it to the Committee on Individual Studies.

Name: ___________________________________  Student ID #: ___________  Date: ____________

Last  First  Middle
Campus Box #: ___________  Tent. Grad. Date: _______  Major(s): ________________________________

Department in Which Credit is to be Awarded: ______________________________________________________

Academic Supervisor: ____________________________________________  (Signature)

(Please Print)     (Signature)

Project Title: ________________________________________________________________________________

Sponsoring Agency: ___________________________________________________________________________

Name of Agency Supervisor: ____________________________________________  (Signature)

(Please Print)     (Signature)

Agency Mailing Address: ________________________________________________________________

(Address Line 1)

Agency Telephone Number: ________________________________________________________________

(Address Line 2)

(          ) _______--__________    __________________ _____________________________________________

(City)     (State)  (Zip)

I am requesting to receive _________ credits for my internship, which will be taken in the ____________ semester of ____________.

(Fall)                           (Spring)                             (Summer)                 (Year)

Applicant’s Agreement:

I have participated in preparing this application and the attached statements. I understand that I must complete to the satisfaction of the Academic Supervisor all the activities herein described in order to receive credit for this project. I understand that if approved, this application functions as a contract between me, my academic supervisor, and my agency supervisor. I have read and I agree to the stipulations described herein.

Student Signature: ____________________________  Date: ____________
By signing below I verify that this student is qualified to pursue the project.

Approve  □  
Academic Supervisor: __________________________/__________________________ Date: __________
(Please Print)  (Signature)

Approve  □  
Department Chair: __________________________/__________________________ Date: __________
(Please Print)  (Signature)

Signatures from every member of the academic department awarding credit are required for twelve and sixteen credit internships.

Approve  □  
Department Member: __________________________/__________________________ Date: __________
(Please Print)  (Signature)

Approve  □  
Department Member: __________________________/__________________________ Date: __________
(Please Print)  (Signature)

Approve  □  
Department Member: __________________________/__________________________ Date: __________
(Please Print)  (Signature)

Approve  □  
Department Member: __________________________/__________________________ Date: __________
(Please Print)  (Signature)

To Be Completed by the Office of the Registrar

GPA: __________________________ Semester hours completed: __________
Major(s): __________________________ Total previous studies: __________________________

Committee on Individual Studies

Project approved:  □  
Committee Chair: __________________________/__________________________ Date: __________
(Please print)  (Signature)

Project denied: □  Notes: ____________________________________________________________
Committee Chair: __________________________/__________________________ Date: __________
(Please print)  (Signature)
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To be completed by the **APPLICANT:**

Answer all of the following questions on separate sheets.

- **State what you expect to accomplish by undertaking this internship.**
  - What is your objective?
  - Identify the specific courses you have taken and skills you have acquired in your course work that have prepared you to meet your objective.
  - Describe how your objectives and experience in this Internship will benefit you.
  - A detailed paragraph of at least 150 – 200 words is expected.

- **Describe your expected duties at the agency.**
  - This should include more than observing and performing minor tasks.
  - Indicate the number of hours you will spend each week at the agency.
  - If you will receive specialized training on-the-job, indicate what this is and how this training relates to course work and preparation in your major.

- **Provide a complete bibliography of sources to be read or consulted in completing the internship.**
  - Refer to guidelines for the minimum number of readings required.

- **Note to Applicant:**
  - The following questions must be completed by your academic supervisor.
  - After reviewing the completed application, sign the contract agreement for the internship at the bottom of the first page of the application.

To be completed by the **ACADEMIC SUPERVISOR:**

Answer all of the following questions on separate sheets.

- **What evaluative devices will you use in assigning a grade?**
  - Written Exams -How many?
  - Oral Exams -How many?
  - Research Papers -How many and approximately how long?
  - Reaction Papers -How many and approximately how long?
  - Critiques -How many and approximately how long
  - Log -Daily, Weekly, by Project? How kept?
  - Written Reports -How many and approximately how long?
  - Products created at the agency: Specify the approximate number of products to be evaluated.
    - Press Releases
    - Stories
    - Artistic Works
    - Computer programs

- **How will you evaluate the performance of the student at the sponsoring agency?**
  - Explain in detail what will be observed and how this will be evaluated.
  - Indicate how this evaluation will be conducted, how information will be shared with you, and how it will be communicated to the student.
  - Clarify the standards of performance that you and the Agency Supervisor expect of the student.
  - The student and the Academic Supervisor should agree on how the student is to demonstrate familiarity with sources listed in the bibliography in both the practical and academic aspects of the internship.

- Please explain in a detailed paragraph how familiarity with these sources will be demonstrated and what effect this will have on evaluation of the student.
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The required minimum standards for approval of internship applications are listed below:

- **For 4 credit internships:**
  - A daily log or journal, a research paper of approximately 10 pages or its equivalent.
  - A reading list of approximately 5 books or the equivalent.
  - At least 10 hours per week must be spent in agency duties.
  - Student and Academic Supervisor meet weekly during the term of the internship.

- **For 8 credit internships:**
  - A daily log or journal, a research paper of approximately 15 – 20 pages or its equivalent.
  - A reading list of approximately 5 – 8 books or the equivalent.
  - At least 20 hours per week must be spent in agency duties.
  - Student and Academic Supervisor meet weekly during the term of the internship.

- **For 12 and 16 credit internships:**
  - Internships of 12 and 16 credits are rarely approved.
  - The academic work must be the equivalent of work assigned in three or four academic courses.
  - At least one major academic product must result from the internship.
  - Examples of such product include:
    - Developing a new technique
    - Creating an artistic product, or writing and researching a major project.
  - For 12 credit internships, at least thirty hours per week must be spent on agency duties
  - For 16 credit internships, at least forty hours per week must be spent on agency duties.
  - Student and Academic Advisor meet weekly during the term of the internship.
  - The following must accompany the application for a 12 or 16 credit internship:
    - Signatures of each member of the department offering the internship attesting to the fact that the department as a whole approves the content of the internship as well as the number of credit hours to be awarded.
    - A detailed report from the Academic Supervisor on how this internship will be graded and what work will constitute the basis for the letter grade assigned for each unit of study.
      - The Academic Supervisor must clarify how each unit of credit corresponds to a regular academic course.
      - A formal interview must occur with the Individual Studies Committee in which the student and the Academic Supervisor will discuss this internship and its particulars.
      - This interview is **required** before approval will be granted.