POSSIBILITIES TO EARN INTERNSHIP CREDITS

An internship can be applied towards the ISS Master’s degree, worth 3 credit hours, if it meets the following conditions:

- It is a formal internship, and not a part of the student’s day-to-day job/occupation
- The internship lasts at least 200 hours
- Students must gain approval from either the Director or Assistant Director of the ISS program before registering for the internship

The following must be completed to gain credit for the internship:

- The student must complete a report on the internship. This report is the student’s opportunity to evaluate the internship in light of their completed course work, by drawing connections to their completed classwork and detailing what was learned during the internship. The report should be around 1,500-2,000 words in length.
- Students must complete a Letter of Agreement before the internship begins, and also submit a letter of completion at the end of the internship. The copies of the letters are found below.

For further questions please contact Dr. Kirssa Cline Ryckman (ISS Assistant Director) at klcline@email.arizona.edu

For questions concerning how to register for internship credits, please contact Ms. Cara Wallace at cjw@email.arizona.edu (520-621-7604).
LETTER OF AGREEMENT

Intern's Name: ___________________________________________

Agency: ________________________________________________

Agency Supervisor: _______________________________________

Telephone: ______________________________________________

Faculty Advisor: __________________________________________

Telephone: ______________________________________________

Period of Internship: __________________        Salary: ___________

Description of Tasks:  [A separate page may be attached if preferable]

Signatures:

______________________________    ______________________________________
Intern                        Agency Supervisor             Date 

______________________________
Faculty Advisor             Date            Graduate Programs Director  

______________________________
Graduate Programs Director


EVALUATION OF INTERNSHIP BY AGENCY SUPERVISOR

Intern: _______________________________
Agency: _______________________________
Supervisor: ___________________________
Telephone: ____________________________

1. In what ways was this internship of value to your agency?

2. In what areas did this intern demonstrate particular strength? In what areas did this intern show a need for improvement? (You might consider such areas as analytic, interpersonal, and communication skills.)

3. What problems arose during the internship that would be helpful to know about for future internships?

Other Comments:
EVALUATION OF INTERNSHIP BY STUDENT

Intern: _______________________________

Agency: _______________________________

Supervisor: ___________________________

Telephone: ____________________________

Faculty Advisor: _______________________

1. Was your experience valuable to you as a student? Did your activities reflect the activities of the agency?

2. Do you feel that the internship was valuable to the agency?

3. Would you recommend this agency for future interns?

4. Are there any other changes in the internship process that you would suggest to make it a more useful experience?

Other Comments: