

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	_____ Date	_____ Agency Supervisor	_____ Date
_____ Faculty Advisor	_____ Date	_____ 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: