

CAPSTONE INTERNSHIP APPLICATION & CREDIT VERIFICATION FORM

STUDENTS INFORMATION

Student Name _____

UID# _____

Student Status Second Year ____ Third Year ____ Fourth Year ____

Student's Address _____

City, State, Zip _____

Home Phone _____ or Cell Phone _____

Email Address _____

INTERNSHIP SITE

Name of organization/company _____

Site Address _____

City, State, Zip _____

Supervisor _____

Supervisor's Title _____

Supervisor's Phone _____

Supervisor's Email Address _____

NATURE OF INTERNSHIP

Beginning Date _____ Ending Date _____

Hours per week _____ Total hours _____

REGISTRATION ON MYUI

To earn credit for your internship, you must register for WRIT:3900 on MyUI.

Semester/Year Completing Internship _____

Proposed semester hour of credits* _____

*75 clock hours are required for each semester hour of credit.

University Supervisor's (UI Faculty) Name _____

University Supervisor's Email Address _____

Student's Signature: _____

Date _____

Internship Supervisor's Signature: _____

Date _____

University Supervisor's Signature: _____

Date _____

Learning Objectives Statement

What is the purpose of the Learning Objectives Statement?

The Learning Objectives Statement (LOS) is your “syllabus” or “self-study guide.” It defines what you want to get out of your internship experience and how you will achieve your goals.

Your LOS should include:

- A 75- to 100-word description of your duties and responsibilities at your organization.
- A list of your academic, professional, and personal goals for the semester. Please include more than one goal per area. Each goal should be followed by a set of objectives, which are the means you will use to achieve your goals.

Some questions to consider when writing your LOS:

- What skills have you developed at college (through classes or extracurricular activities) that you hope will be utilized during this internship?
- What new skills do you hope to obtain during this internship, and how do you see them impacting your academic or professional careers?
- What do you hope this internship teaches you about yourself, and what personal goals do you hope this experience helps you reach?

Schedule of Assignments

STUDENT INFORMATION

Student Name _____ UID# _____

INTERNSHIP SITE

Name of organization/company: _____

Supervisor _____

Supervisor's Email Address _____

Assignment	Week to Submit to University Supervisor	Complete/Submit
Learning Objectives Statement & Schedule of Assignments	Before term begins	
Student Mid-Semester Self-Evaluation and Discussion with Agency Supervisor	Mid-term	
Weekly Journal	Every Sunday night	
20/20 Experience Assignment/Reflection/Work Sample	Last day of the term	
Agency Supervisor's Final Evaluation	Last day of the term	

Student's Signature: _____

Internship Supervisor's Signature: _____

University Supervisor's Signature: _____