

INTERNSHIP REQUIREMENTS:

EC EN 199R

❖ **Before Your Internship:**

- Once you have registered for the class, it should show as one of your courses on Learning Suite.
- Read the **Internship and New Hire Guidelines** and take the Internship Quiz. (Document and quiz available on Learning Suite under Content and Exams, respectively.) This will serve as your pre-internship orientation.

❖ **During Your Internship:**

- Reply to **two emails** from your instructor in Learning Suite.
 - These emails will ask you questions and remind you of important information. Read through them carefully and reply promptly, no later than the due date indicated in the email. The first will be sent near the beginning of the semester/term, and the second will be sent a couple of weeks before the last day of classes.
 - These email responses are listed as Assignment #1 and Assignment #2. Responding to these emails is a required assignment, so make sure you receive them.
- Work at least **60 hours at your internship per credit hour** you are registered for in the internship class (feel free to work more than that).

❖ **On or before the last day of classes:**

- Complete the **Evaluation of Employer** form. Available as a PDF on Learning Suite. Submit through Learning Suite.
- Fill in your information on the **Finalization Form**. Available as a PDF on Learning Suite. Submit through Learning Suite.
- Write a **Final Report**, at least 2 full pages in length, on your internship experience. Detailed instructions on Learning Suite. Submit through Learning Suite.
- International Internships only: Create a **digital poster** about your internship experience. Detailed instructions on Learning Suite. Submit through Learning Suite.

❖ This is a credit/no credit course. All assignments must be completed to pass the course.

❖ I understand the assignments and acknowledge that failure to complete these assignments by the due date will result in an NC grade for the internship.

Signature: _____ Date: _____

Printed Name: _____

Course Outcomes:

Student acquires professional experiences in the discipline.

Student demonstrates the ability to use reflective thinking to convert professional experience into academic understanding.

Student demonstrates professional communication skills (report).