



## INTERNSHIP

In an internship, a student can learn experientially at a social institution, cultural organization, community-based organization or corporation. The student gains firsthand work experience, learning about the activities in a particular setting, developing skills and knowledge that may lead to later employment, and exploring connections between academic ideas and practical knowledge. Internships are typically unpaid positions, although students in paid positions are permitted to receive credit.

### ARRANGING AN INTERNSHIP

Internships require the approval of both the faculty adviser and the director of external programs. To locate internship opportunities, students can consult with the director and look through the internship listings that are available at the Gallatin office (715 Broadway, 6th floor). The faculty adviser may also suggest a particular internship, the student may pursue his or her own search process, or the student can also consult with NYU's Wasserman Center for Career Development. Once the student has found an internship that seems appropriate to his or her goals, the student should meet with the director of external programs to help secure the internship. Students who find their own internships must provide the director with the name and location of the internship and the on-site supervisor.

### THE ON-SITE SUPERVISOR

The student/intern is essentially an employee of the institution or organization where the internship takes place, and the on-site supervisor is the person to whom the student is directly responsible. The on-site supervisor is responsible for overseeing the student's day-to-day work and providing guidance and feedback. During the course of the semester, the director of external programs may make a field visit to meet with both the student and the on-site supervisor. In addition to supervising the student's work, the on-site supervisor has two other responsibilities:

1. At the beginning of the semester, the on-site supervisor must submit a **confirmation letter** (on official letterhead) to the director of external programs, detailing the student's internship responsibilities and work schedule.
2. At the end of the semester, the on-site supervisor must complete a two-page **performance evaluation** of the student. The supervisor's performance evaluation will be forwarded to the adviser and will be considered when the faculty adviser determines the final grade.

### GRADING OPTIONS

Beginning in Fall 2009, students may opt to take the internship either for a *letter grade* or *pass/fail*. If s/he elects to receive a grade, s/he attends a biweekly, 75-minute seminar which considers issues of organization structure and dynamics, the larger organizational environment, and work cultures and practices. The instructor of the seminar assigns the letter grade based on participation, written work (including a journal), and the supervisor's evaluation. If the student elects the pass/fail option, s/he meets periodically with the adviser, submits a journal and writes a final analytical paper. In that case, the adviser assigns the pass or fail based on the meetings, the journal and the written work, as well as the supervisor's evaluation.

### THE STUDENT'S RESPONSIBILITIES

In addition to performing the work duties of the internship position, the student has the following responsibilities:

1. If s/he is receiving a **letter grade**, the student attends the biweekly **seminar** regularly and completes various assignments (including a **journal** describing the mission and daily workings of the organization, the activities s/he engages in, and his/her reflections on the learning experience.) If s/he is taking the internship **pass/fail**, s/he submits the journal to the adviser on a schedule determined by that person, as well as a final **analytical paper** (usually 10-20 pages) addressing themes connecting the experience with academic and professional concepts, or pursuing academic inquiries related to the internship.
2. By the end of the second week of classes, both letter-grade and pass/fail interns submit a **learning contract**, signed by the student, the supervisor and either the seminar instructor or the adviser. A copy is submitted to the director of external programs.
3. Pass/fail interns attend **two workshops** (one early in the semester and the other just after mid-term) to learn strategies for learning from the experience and for writing the final paper. They also submit a **mid-term progress report** to the director of external programs, assessing their progress toward meeting goals outlined in the learning contract.

### REGISTRATION PROCEDURES

#### Approval Process

Enrollment in an internship requires the approval of the Gallatin School. Students should bring the completed proposal form to the Gallatin Office where it will be reviewed by the director of external programs. Upon approval, the director will give the student the 4-digit access code required for registration. The student may then register for the internship on Albert, or in person if Albert is not available. *Please note: the student is responsible for the registration process.*

#### Deadline for Submitting the Proposal

Students must adhere to the following deadlines for submitting an internship proposal to Gallatin:

- |                                  |                                            |
|----------------------------------|--------------------------------------------|
| <b>Fall and Spring</b> semester: | the last day of the second week of classes |
| <b>Summer</b> Session:           | the first day of classes of the session    |



# INTERNSHIP PROPOSAL

NAME \_\_\_\_\_ SEMESTER & YEAR OF REGISTRATION \_\_\_\_\_

UNIV ID **N** \_\_\_\_\_ PLEASE CHECK:  UNDERGRADUATE  GRADUATE

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

NYU E-MAIL ADDRESS \_\_\_\_\_ @nyu.edu DATE SUBMITTED TO GALLATIN \_\_\_\_\_

ADVISER \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_ SUPERVISOR'S PHONE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ SUPERVISOR'S E-MAIL \_\_\_\_\_

NUMBER OF CREDITS \_\_\_\_\_ (Variable: 2-6. Credits are determined by the number of hours worked each week; one credit typically requires 3-4 work hours per week during the fall and spring semesters, and 7-9 work hours per week during the six-week summer sessions.)

GRADING OPTION:  LETTER GRADED BY COURSE INSTRUCTOR; BIWEEKLY SEMINAR REQUIRED

PASS/FAIL GRADED BY ADVISER; TWO WORKSHOPS REQUIRED

DESCRIPTION OF INTERNSHIP (Describe the responsibilities, special projects, or activities of your internship position.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STUDENT'S LEARNING GOALS (Explain what you hope to learn or accomplish through the internship.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Student's Signature* *Date*

## ADVISER'S APPROVAL

\_\_\_\_\_  
*Adviser's Signature* *Date*

\_\_\_\_\_  
*Adviser's E-mail Address (or best way to contact)*

## GALLATIN SCHOOL APPROVAL

COURSE & SECTION NUMBER \_\_\_\_\_

\_\_\_\_\_  
*Director of External Program's Signature* *Date*

CALL # \_\_\_\_\_ ACCESS CODE \_\_\_\_\_

GALLATIN SCHOOL of INDIVIDUALIZED STUDY  
715 Broadway . New York, NY 10003

Telephone: (212) 998-7370  
Fax: (212) 995-4150

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