

Academic Assignment Information

(To be completed by the student's faculty sponsor and uploaded to the online Experiential Learning Agreement Account during the approval process)

Students earning internship/co-op credit will be required to complete academic assignments throughout the semester based on the number of credits being earned. Assignments require exact due dates throughout the semester and are to be submitted to the faculty sponsor via Blackboard, email or hard copy based on your faculty sponsor's preference.

Please review the assignment information below to provide academic assignments and due dates to your student. Assignment recommendations have been developed to assist you, please feel free to develop your own *additional* assignments, if that is your preference.

Student Name: _____			
Intern/Co-op Site: _____			
Assignment:	Details:	Due Dates:	
<p>REQUIRED</p> <p>MIDTERM Summary of Tasks & Responsibilities <u>OR</u> a Sponsor Assigned Project</p> <p>The faculty sponsor can develop and assign a project of appropriate academic rigor and provide details in the next section. →</p>	<p>Check the assignment selected:</p> <p>___ Midterm Summary ___ Sponsor Assigned Project</p> <p>For Sponsor Project, include details:</p>	<p>Midterm Due Date:</p>	
<p>REQUIRED</p> <p>Career Package – To include cover letter, updated resume and thank you letter.</p> <p>Resources for this assignment are available from Career Services.</p>	<p>The resume should include the internship. The cover letter should be to the internship site. The thank you letter should be to the supervisor for their guidance and the opportunity (This should be sent at the end of the internship).</p>	<p>Due date:</p>	
<p>REQUIRED</p> <p>Time Sheets*</p>	<p>To include total number of hours worked and signed by your site supervisor then uploaded as a pdf to your Experiential Learning Agreement Account (in the My Documents Folder in the Time Sheet Section).</p>	<p>Due by the last day of classes.</p>	
<p>REQUIRED</p> <p>Final Summary Paper*</p>	<p>(3-4 pages) following EXCEL guidelines.</p>	<p>Due by the last day of classes.</p>	
<p>REQUIRED</p> <p>Site Supervisor's Evaluation Form</p>	<p>Sent to internship supervisor by the EXCEL and available to faculty sponsors through their Experiential Learning Agreement Account.</p>	<p>Due by the last day of classes.</p>	

Select the Additional Academic Assignments (include due dates):

For:

Co-op or 1 credit	Additional assignment <i>not required</i>
2-4 credits	Assign ONE additional assignment
5-7 credits	Assign TWO additional assignments
8-10 credits	Assign THREE additional assignments
11-12 credits	Assign FOUR additional assignments

Check the additional assignments you will require:	Assignment Details	Due Date:
	A specific project developed and solely created by the faculty sponsor with details required. Details:	
	Detailed Daily Logs or Reflective Journals*	
	Scholarly Topic Paper	
	Professional Portfolio or E-portfolio*	
	Interviews with 2 Professionals in the Field*	
	Presentations to Classes or Groups	
	Work Samples	
	Job Search Packet to include a comprehensive job search plan, networking strategies, 3 companies of interest, list of professional organizations in the field and 3 potential job openings*	
	Elevator speech	

***Student guidelines for these assignments can be found in the Resource Library in the Experiential Learning Agreement online account**

Comments: