INTERNSHIP STUDENT INSTRUCTIONS

INTERNSHIP REQUIREMENTS

Interns are expected to work a full semester with hours determined by both their academic department and hiring organization. They will be collaborating with a Faculty Mentor on the academic requirement for this three credit course.

ACADEMIC CREDIT INTERNSHIP AGREEMENT

Students and their employer supervisor are required to review and sign the “ACADEMIC CREDIT INTERNSHIP AGREEMENT”. The completed, signed agreement must be returned to the Career Development Office at Fairleigh Dickinson University prior to your start date.

LEARNING CONTRACT

Students and their faculty mentor are required to review, complete, and sign the "EXPERIENTIAL LEARNING CONTRACT". The completed, signed contract must be returned to the Career Development Office at Fairleigh Dickinson University prior to your start date.

PERMIT TO REGISTER

"Permit to Register" should be obtained from Career Development following completing and returning the “Academic Credit Internship Agreement” and “Experiential Learning Contract”. The permit to register should be taken to Rudy Burton in Enrollment Services.

EVALUATION AND TIME SHEET INSTRUCTIONS

Your employer is required to complete a mid-semester and final evaluation. These evaluations are a percentage of your final grade. Students are also required to complete a weekly time sheet to submit upon completion of their internship. Employers and students are required to sign off on all evaluations and the time sheet prior to submission.

1. To Download Evaluations, go to: www.fdu.edu/careers; click on "College at Florham"; then, select "Credit Bearing Internships" link on left.

   **Mid-Semester Evaluation Due:** October 19, 2012  
   **Final Evaluation Due:** December 7, 2012  
   **Weekly Time Sheet Due:** December 7, 2012

2. Upon completing evaluations, please have your supervisor email them by the respective due date to career development.

FINAL GRADE

Academic requirements for the internship, along with the evaluations, must be completed by the end of the semester to receive a final grade.

SURVEY

Upon completion of your internship, you will receive a link (SurveyMonkey) to complete a survey regarding your internship experience. This survey is **mandatory**.

Revised August 2012