

STATE UNIVERSITY OF NEW YORK COLLEGE AT ONEONTA  
**College Undergraduate Internship Application**

Students should apply for an internship during the term preceding the internship. Students should be able to meet eligibility criteria at the start of the term in which the internship will be served. Prior approval from the academic department chair is required for all internships. Retroactive approval will not be granted. The student must attach a recent copy of the student's Degree Works record to this application.

Please Print:

Term:            Fall 20                      Winter 20                      Spring 20                      Summer 20

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

Campus E-Mail: \_\_\_\_\_ Alternative E-Mail: \_\_\_\_\_

Course SUBJ and Number (e.g., MCOM 397): \_\_\_\_\_ Title of Internship: \_\_\_\_\_

Paid                      Unpaid

Terms & Conditions

1. The College cannot guarantee that every student who applies will be approved for an internship
2. Internships may be denied for a number of reasons including but not limited to location, sponsors related to the student, or experiences lacking sufficient academic content.
3. Internship issues of stipend and expense reimbursement may vary by internship site.
4. Faculty members, the student's immediate family, or employees of the student's immediate family may not serve as on-site internship supervisors.
5. The academic department chair will determine the suitability of an internship site or student for an internship experience.
6. Departments may append additional requirements to this form.
7. Interns in health-related fields may be billed for Clinical Affiliation Liability Insurance (currently \$50, subject to change).
8. Students enrolled in an approved SUNY Oneonta internship are liable for Oneonta tuition and fees.
9. A maximum of 16 credits, including student teaching credits, may be applied toward the undergraduate degree.
10. Credit is granted for successful completion of course requirements, fulfillment of course learning outcomes and a minimum of 40 hours of internship activity per credit.
11. Eligible students may register for a maximum of 15 credits of internship during the fall or spring terms; a maximum of 12 credits during the summer and a maximum of 4 credits may be earned during the winter term.
12. The SUNY Oneonta Internship Learning Agreement must be submitted for approval to the academic department concurrently with this Internship Registration form.

Internship Credit Information

Total credits earned for previous approved internship(s):

Total credits for new, proposed internship:

Total number of hours to serve for proposed internship (minimum of 40 hours per credit):

Total credits enrolled during term when internship will be served, including internship credit:

Minimum student eligibility requirements: Please indicate completion with (✓).

56 s.h. completed

12 s.h. completed at Oneonta

2.00 overall grade point average

2.00 overall gradepoint in major

Felony Convictions:

Have you ever been convicted of a felony?            Yes            No

If yes, additional forms will be sent to you. This information may be considered when reviewing your application, but does not automatically eliminate you from participation.

Starting and Ending Dates of Internship: Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

Expected date of graduation \_\_\_\_\_

(Over for signatures)

*Distribution: College Internship Coordinator, Student, Faculty Internship Supervisor*

I have read and accept or approve the terms and conditions of this internship application:

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Faculty/Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## State University of New York College at Oneonta Internship Learning Agreement

Internships at SUNY Oneonta include academic components enriched by learning opportunities outside the standard classroom setting. Student demonstration of acquired knowledge and skills is assessed by qualified faculty. For the organization that serves as the setting for the internship experience, internships offer an opportunity to contribute directly to the educational and developmental growth of participating students.

**A. Contact information for all parties (Please print):**

Student (Please print)

Student Name:	
Major:	Course title and number:
Primary Contact Phone:	SUNY Oneonta E-mail:  Alternate E-mail:

Internship Faculty or Coordinator (Please print)

Faculty Internship Instructor/Coordinator Name:	
Department/Program:	
Address:	
Primary Contact Phone:	Primary Contact E-mail:

Internship Site (Please print)

Internship site representative or supervisor (Name, job title):		
Business/Organization Name:		
Dept. or Office:		
Address:		
E-mail:	Telephone:	Fax:

Internship Start Date \_\_\_\_\_ End Date \_\_\_\_\_ **Term** † Fall † Winter † Spring † Summer **Year** \_\_\_\_\_

**UNPAID** \_\_\_\_\_ **PAID** \_\_\_\_\_ **please indicate: hourly wage \$**\_\_\_\_.\_\_\_\_ **or stipend\* amount** \_\_\_\_\_ **per/**\_\_\_\_\_

**B. Academic Component Description**

**Learning Outcomes as listed in the Internship Course Syllabus (Attach Additional Sheets as Needed)**

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**Specific Site Internship Duties proposed by the student and the site supervisor and approved by the Faculty Internship Instructor/Coordinator to meet course Learning Outcomes. 4 - 6 specific site duties are recommended.** The faculty member designated to approve internships in the department from which one is seeking credit is the only person who can give initial approval of an internship for academic credit. Requests for increasing or decreasing internship credits must be approved by the appropriate academic department chair.

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Methods of Faculty Evaluation of student work: Please see course syllabus.

Grading:  Pass/Fail                       Letter Grade                       Other (Please specify)

*Distribution: College Internship Coordinator, Student, Faculty Internship Supervisor, Finance and Administration*

✓	<b>Student Intern Responsibilities</b>
	Obtain faculty, department chair and site supervisor signatures on this form to indicate approval of proposed internship academic component and internship site duties as part of completion of the Internship Learning Outcomes;
	Perform to the best of my ability those tasks assigned by my site supervisor that are related to my learning outcomes and to the responsibilities of this position;
	Abide by campus Student Conduct Code and academic policies, and follow all the rules, regulations and normal requirements of the internship site;
	Complete the academic requirements outlined in this ILA under the guidance of my faculty;
	Notify the faculty and site supervisors of any changes I would like to make in this agreement or of any problems that may develop during the internship experience;
	Obtain permission from the faculty member prior to termination of the internship course/experience.
	<b>Faculty Responsibilities</b>
	<i>See the department's Internship Syllabus/Course Description for specific academic requirements</i>
	Initiate and encourage a regular exchange with the student to provide guidance, support and evaluation;
	Visit the internship site (if possible) and contact the site supervisor periodically during the semester to discuss the student's performance (using the most appropriate means of communication);
	Assess the student's learning based upon successful demonstration of achievement of Internship Learning Outcomes, internship duties and activities, communication with the site supervisor, the site supervisor's evaluation, completed activities required by the academic department including specified hours at the site, and satisfactory completion of final student assignments;
	Submit appropriate and timely paperwork for final credit and grades;
	Report any student complaints of discrimination relating to gender, race, disability or other lawfully prohibited behavior to appropriate campus personnel.
	<b>Site Supervisor Responsibilities</b>
	Provide an orientation to the internship site;
	Provide opportunity for the student to meet professionals in my field;
	Clearly discuss the requirements of the internship with the student intern;
	Work with the student to complete on-site goals, duties and learning objectives;
	Provide formal ongoing supervision and feedback to the student on his/her performance;
	Respond in a timely fashion to communication from the internship faculty member;
	Affirm company/organization acceptance for a supervisory duty and be responsible for the actions of the student interns while the internship is being served;
	Promptly notify the internship faculty instructor regarding any questions of the student intern's performance or presence;
	Provide a safe environment for the student including but not limited to prohibition of discrimination relating to gender, race, disability or other lawfully prohibited behavior.

**D. Agreements and Signatures**

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Student Signature Date

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Host Site Supervisor/Representative Signature Date

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Internship Faculty/Coordinator Signature Date

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Academic Department Chair Signature Date

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School Dean Signature Date