

Internship Requirements and Deadlines

To receive academic credit for your internship, and to avoid incurring grade penalties, you will need to complete the following requirements by the appropriate deadlines:

1) Internship Application

Must be completed prior to registering for the course. Turn this in to Dr. Skelley.

2) Course Registration

After completing the application and obtaining approval from Dr. Skelley, he will issue you an override into the course. You must register for the course in order to receive JMU credit for your internship.

3) Internship Training Agreement

Should be completed prior to or shortly after the internship begins. This form should be turned in to Dr. Skelley, as should any modifications.

4) Work Hour Requirement

In order to receive credit for your internship, 240 or more hours of work must be completed. This will be verified by checking both your daily log and by contacting your supervisor. If you are unable to do 240 hours of work at your internship site, you will need to contact Dr. Skelley about additional work that may be in order to be eligible for a passing grade.

5) Daily Log

This is where you report the days and the hours you work. Plus, you should be noting each day's activities, as well as noting what you have learned at each juncture. Turn this in with your other papers and paperwork at the end of the internship, no later than August 25.

6) On-Site Visit

This is required. It is the responsibility of the student to contact me and arrange a time and a meeting date. I will expect to meet for approximately 15 minutes with your supervisors, and to talk to you for approximately 30 minutes. I have set aside two periods during the summer when I will be conducting the on-site visits. Your visit should occur when your internship has been underway for several weeks. For those of you who began your internships in May, I will be doing on-site visits the week of June 17-21. For those of you beginning your internships in June (or later), I will be conducting on-site visits the week of July 8-12. Contact me at least two weeks prior to the appropriate time interval with a couple of days and times that would work for you.

7) Research Paper

A minimum of 10 pages are required for this assignment. This should be a topic related to the work being done at your internship site; however, it may *not* be the project you are working on in your capacity as an intern. Prior approval of research paper topics is required.

A two-page prospectus in which you outline your topic, your methodology, your data resources, and provide a preliminary bibliography is expected approximately three weeks into your internship. A more extended explanation of this project is provided on this website.

This assignment will be due at the end of your internship. Turn it in with the rest of your papers, no later than August 25.

8) Career Report

A minimum of five pages is required for this assignment. In this report, you should be analyzing your internship in terms of the learning experiences it provided for you, and the insights it has provided you about your future career.

A more extended explanation of this assignment is in a separate document on this website.

This assignment is due at the end of your internship, with the rest of your papers, no later than August 25.

9) Student Evaluation of Internship

This is due at the end of your internship. Turn it in with your papers and your daily log, no later than August 25. The form will be available on the course website.

10) Provider's Evaluation of Intern

Give this form to your supervisor; they should mail it directly to me (or, they may e-mail it or fax it).

I will put a copy of this form on this website.

I will not assign you a passing grade without this feedback from your supervisor, so be sure that you provide them with the form before you leave your job.