



Internship Cover Page

Course Rubric & Number
Department

Credits

Student Contact Information

Student Name (First, Last)

Address

Phone

E-Mail

Cooperator Contact Information

Cooperator Name

Company

Address

Phone:

E-mail

MSU Internship Instructor Contact Information

Internship Instructor Name

Address

Phone:

E-mail

Department Internship Administrator Contact Information

Internship Administrator Name

Address

Phone:

E-mail

Each party signing this form should receive a copy in case questions or events arise that require the contact information. By submitting this application, we certify that all of the information contained in the internship application packet is factual and correct to the best of our knowledge. We agree to abide by the departmental internship guidelines and procedures and internship syllabus contained in the application. Furthermore, we understand any false or misleading statement may be grounds for termination of the internship.

Signatures & Date

Student

Internship Instructor

Dept. Internship Admin.

Cooperator

COA Associate Dean
(if requesting 4 or more credits)

Internship Syllabus

Internship terms

Start Date Finish Date Total weeks Hours per week

Compensation \$ per

Additional benefits (if applicable)

Pre and post training required (if applicable)

Reporting

The location all reports and evaluations should be turned into

Progress reports turned in weekly bi-weekly

Frequency of communication with Internship Instructor

Final evaluations should be completed by the student cooperator other

Final report format and content

Additional reports and information on which the internship grade will be based (if necessary)

Learning Outcome(s) – add individual learning outcomes as necessary
1. Recognize, extend, and apply knowledge acquired during course work and describe how the internship enhanced understanding and use of discipline theories. <i>(Knowledge, Comprehension and Understanding, Application)</i>
2. Demonstrate effective oral and written communication skills. <i>(Communication)</i>
3. Use discipline principles to formulate questions, explore solutions, advocate, and solve real-world problems within the context of the internship experience. <i>(Problem Solving)</i>
4. Practice ethical conduct appropriate to the professional community the student is serving. <i>(Ethics)</i>
5.
6.
7.

Learning Plan: Provide an itinerary, outline, or description of the content knowledge and experiences that will be acquired on this internship. Be as specific as possible. The internship coordinator may work with the student and/or internship instructor to develop the learning plan or provide a learning plan that meets the expectations of the internship learning outcomes. Attach additional pages as necessary.