



## Academic Internship Learning Work Plan

Complete all information, sign your request, and return this form to COB 204 or email it to your academic advisor or SSHA Director of Student Services.

You will be contacted by email once a decision has been made.

Name: \_\_\_\_\_

UCM ID: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Email: \_\_\_\_\_

Check here if you are a transfer student: ☐

### **Academic Internship Policies and Guidelines:**

*Please use checklist below to ensure a complete work plan.*

As internship proposals should be given a great deal of thought and consideration, planning should begin well before the registration period for the semester in which the internship will be performed. A student can only register for an internship with approval of the faculty sponsor and the Office of the Dean.

- ☐ The student must be in good academic standing and have completed at least one semester at UC Merced. Advanced standing is preferred.
- ☐ The student should have sufficient academic background to undertake the internship. In cases of internships taken towards the academic major, students should have completed at least one upper division course in the area or other work as required by the faculty sponsor.
- ☐ The faculty sponsor must be a senate faculty member. You may find a list of full-time SSHA faculty at: <https://ssha.ucmerced.edu/Faculty>
- ☐ The student must be enrolled for the semester at the time of the internship. For summer internships, students must enroll in summer session.
- ☐ Academic credit is granted as a 192 or 196 course with variable units. The value is determined by the number of hours worked during a semester:
  - 1 unit = 48 hours
  - 2 units = 96 hours
  - 3 units = 144 hours
  - 4 units = 192 hours
- ☐ Internship experiences will include a significant written component, to be arranged with the sponsoring faculty member. The nature of the written component will vary by internship, discipline and faculty sponsor.
- ☐ 192 and 196 courses are offered as P/NP grading option only.
- ☐ Submit completed Academic Internship Learning Work Plan form and Independent Study Form to the Director of Student Services in the School of Social Sciences, Humanities and Arts (SSHA) via email or at the SSHA Academic Advising office (COB 204) a minimum of 1 week before the Add Course Deadlines for the semester you are applying (<http://registrar.ucmerced.edu/schedules/deadlines>).

### **Academic Internship Resources:**

*Please use the resource below to help you have a successful internship*

- ☐ Center for Career and Professional Advancement (SSB 220)
  - Help Secure an internship
  - Post-Internship skill developments



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To be completed by student and faculty member prior to the beginning of the internship experience.

<b>Learning Objective/Outcome</b> (What I intend to learn)	<b>Strategies</b> (How objective/outcome will be achieved)	<b>Evaluation Methods</b> (How my progress for each objective will be measured)

**Faculty Sponsor to Complete**

*Means of evaluation for final grade: List below the journal, readings, projects and/or papers which will be required. Include a due date for each assignment. These assignments must be agreed upon between the student and faculty.*

<b>Assignment</b>	<b>Due Date</b>

- ☐ I understand that this form will be forwarded to Student Career Services for data purposes.
- ☐ I confirm the hours noted on this packet to earn academic credit are not also paid hours.

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Does faculty sponsor plan to do a site visit?* ☒ Yes ☐ No

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Designee: \_\_\_\_\_ Date: \_\_\_\_\_



UNIVERSITY OF CALIFORNIA, MERCED  
Office of the Registrar

# Independent Study Form

5200 N. Lake Rd., Merced, CA 95343 / Phone: (209) 228-7178 / Fax: (209) 228-4694 / registrar.ucmerced.edu

Complete all information, sign your request, and return this form to the Students First Center. You must be formally admitted to UC Merced to participate. Incomplete forms will be returned to the student.

## Personal Information

☐ Undergraduate ☐ Graduate

UCM ID Number

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Add Deadlines:** Through 15th day of instruction: Students may add using this form only with Instructor approval. You must return this completed form to the Students First Center.

**Drop Deadlines:** Through 15th day of instruction: Students may drop online without further approval. After 15th day of instruction, students may withdraw using the Course Withdrawal form. \$10 fee.

**Grade Mode Deadlines:** Through 10th day of instruction: Student may make adjustments to grade mode, when applicable, by coming to the Students First Center.

## Course Information

☐ Fall ☐ Spring Year \_\_\_\_\_

Select School/Program:

☐ SoE ☐ SNS ☐ SSHA ☐ MWP ☐ Graduate

Specify course subject code: \_\_\_\_\_

Specify one course number from the following:

Research (095, 195, 295) \_\_\_\_\_ Directed Group Study (098, 198, 298) \_\_\_\_\_ Individual Study (099, 199, 299) \_\_\_\_\_ Other \_\_\_\_\_

Number of units \_\_\_\_\_ x 3 hours of work per week = \_\_\_\_\_ total weekly hours of work

1 unit equivalent to 3 hours work per week

Printed name of Instructor(s): \_\_\_\_\_

Coursework completed relevant to research \_\_\_\_\_

## Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Grading option for CHEM 095, CHEM 195, QSB 299 are instructor preference. Instructor must specify grading option after their signature on this form.

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Dean or Designee\* \_\_\_\_\_ Date \_\_\_\_\_

\*Required for **undergraduate** students adding a course

### Office Use Only

Updated on: 03/21/2018

CRN Assigned: \_\_\_\_\_ Course Section #: \_\_\_\_\_ Date Completed: \_\_\_\_\_ by \_\_\_\_\_

Student Registered on: \_\_\_\_\_ by \_\_\_\_\_

Print Form

## **Instructions for submitting Independent Study Form (for undergraduate students):**

### **School of Engineering (SoE):**

- 1) Find professor to work with
- 2) Sign up for one of the SoE subjects
- 3) Select units. Up to 4 units of Independent Research may be used for technical elective credit for engineering majors.
- 4) Complete Independent Study Form with the Professor that has agreed to oversee your research
- 5) Submit completed form to the School of Engineering Dean's Suite (SE2 315)
- 6) Once approved, you will be e-mailed and notified to pick up the form and submit it to the Students First Center to be registered for the course

### **School of Natural Sciences (SNS):**

- 1) Find professor to work with
- 2) Based on major, sign up for one of the SNS prefix subjects. For students registering for PHYS 196, use the Other box to complete the course number
- 3) Select units
- 4) Fill out Independent Study Form with the Professor that has agreed to oversee your research
- 5) Submit completed form to Natural Sciences' Dean's Suite (SE1 270)
- 6) Once approved, you will be e-mailed and notified to pick up form and submit it to the Students First Center to be registered for the course

### **Merritt Writing Program (MWP):**

- 1) Drop off completed form to Academic Office Annex (AOA) 128
- 2) Once approved, you will be e-mailed and notified to pick up form and submit it to the Students First Center to be registered for the course

### **School of Social Sciences, Humanities and Arts (SSHA):**

- 1) Completely fill out independent study form and answer the following questions in the text box below
  - a. How many contact hours/week are you requesting and how will those hours be used? How many hours will be spent doing research/ project and how many hours will you be working with the Faculty member? (ex: 3 hours of independent research in lab plus 1 hour meeting w/ Faculty member per week)
  - b. What will your primary responsibilities include?
- 2) Drop off form to SSHA Reception Desk (COB 259)
- 3) Return to SSHA Reception Desk in 3 full business days to pick up your form and submit it to the Students First Center to be registered for the course