

Academic Internship Learning Work Plan - Summer

Complete all information, sign your request, and return this form to COB 204 or email it to ssha.advising@ucmerced.edu.

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 courses in the area or other work as required by the faculty sponsor.
- The faculty sponsor must be a full-time faculty member. If the faculty sponsor is a lecturer, please obtain the lecturer's faculty supervisor's signature in addition to the lecturer's signature.
- 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:

Session	Units	Hours/Week
Six Week Session	1	8
Eight Week Session	1	6
Twelve Week Session	1	4

- 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.
- Course is offered as P/NP grading option only.
- Submit completed Academic Internship Learning Work Plan form and Independent Study Form to SSHA Advising (COB 204) a minimum of 1 week before the Add Course Deadlines for the semester you are applying (registrar.ucmerced.edu/schedules/deadlines).

Academic Internship Resources:

Please use the resources below to help you have a successful internship

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

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

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

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.

Assignment	Due Date

- I understand that this form will be forwarded to CCPA for data purposes.
- I give permission to SSHA Advising to submit form to the Registrar's office on my behalf.

 Student Signature

 Date

 Faculty Signature
 Does faculty sponsor plan to do a site visit? Yes No

 Date

 Faculty Signature

 Date

 Supervisor Signature

 Date

 Dean or Designee Signature

 Date

