



**CCAS 154  
INTERNSHIP FOR CREDIT  
GUIDELINES & APPLICATION  
FALL SEMESTER 2009**

Internships are an excellent opportunity for students to apply their academic knowledge in a professional environment and gain a practical understanding of the field in which they are interning. Internships are also a valuable supplement to academic work, and the Columbian College gladly provides the opportunity for undergraduates to earn academic credit for their internships.

**ELIGIBILITY REQUIREMENTS:**

Students are eligible to participate in CCAS 154 if they meet each of the following requirements:

1. Be an undergraduate (with at least 24 semester hours completed in residence)
2. Have no more than one Incomplete on transcript

**APPLICATION MATERIALS:**

Students should submit the following paperwork to the Columbian College Undergraduate Studies Office (Phillips 107) before the application deadline. *Partial or incomplete applications will not be accepted.*

1. **Internship Supervisor's Agreement** - to be completed by the student and signed by the Internship Supervisor
2. **CCAS 154 Application** - to be completed by the student and signed by their Faculty Advisor
3. **Registration Transaction Form** – to add CCAS 154 to your course schedule , please register the course as:

CRN: (FA 09 Only)	DEPT. ABBR	COURSE NUMBER	SECTION	CREDIT HOURS	COURSE TITLE	GRADING OPTIONS
8 5 6 8 2	CCAS	1 5 4	10	1, 2, or 3	Internship	P

The RTF comes back to me and I will register you for the course. Please don't forget to sign your name.

**APPLICATION DEADLINE:**

**FALL 2009                      Friday, October 9, 5:00 PM**

**GENERAL REQUIREMENTS:**

1. Students are responsible for finding their own internship.
2. Students must have an **Internship Supervisor** at their internship site who agrees to complete a final evaluation of the student's performance at the end of the semester.

- Students must find a **Faculty Advisor** who agrees to “sponsor” their internship. The Faculty Advisor must be a full time faculty member of GW who must have some knowledge of the field in which the student will intern. The Faculty Advisor will be responsible for meeting with the student *regularly* throughout the semester, grading the student’s academic research paper and completing a final evaluation form.

**Academic Requirements:**

In order to ensure consistency and fairness to all students, CCAS has established general academic requirements that students must satisfy to receive credit for their internship. The amount of work varies depending upon the number of credits the student wishes to receive. All students enrolled in CCAS 154 for credit must complete the following:

- ❑ **Research Paper:** Students must complete a research paper on a subject relevant to the internship. The research paper must be academic in nature and must include footnotes, bibliography, etc. A journal is NOT acceptable. The student and the faculty advisor must agree upon the subject of the research paper (though it must be related to the internship). Faculty advisors have final approval on all aspects of the research paper except the length, which is set by the Columbian College to ensure consistency. We recommend that students submit paper proposals to their faculty advisors for approval in the first four weeks of the semester.
- ❑ **Readings:** Students must read a designated number of pages of literature relevant to their internship and research paper. The number of pages that students read depends upon the number of credits they wish to receive. Decisions regarding what books or articles students read are decided upon by the student and the faculty advisor. Faculty advisors may assign readings or they may approve readings that students suggest if they feel the content is appropriate and relevant to the internship. In addition, faculty advisors have the authority to set deadlines and assign any related work (e.g., reflection papers on the readings).
- ❑ **Career Center:** To help you learn more about the Career Center and basic career skills and competencies, during the semester, students are required to attend the CCAS 154 Orientation Session, attend a Career Center sponsored program, and complete a Goal Setting and Reflection assignment. [See attached Assignment Guidelines]
- ❑ **Internship Hours:** See the following table for minimum requirements:

**14 Week Fall Semester, 2009**

<b>Number of Credits</b>	<b><u>Minimum</u> # of Hours Per Week at Internship</b>	<b><u>Minimum</u> Pages of Research Paper</b>
1	6 hours per week	8 – 10 pages
2	10 hours per week	12 – 15 pages
3	15 hours per week	16 – 20 pages

**Grading:**

- ❑ The student must receive a satisfactory evaluation from the internship on-site supervisor.\*
- ❑ The student must receive a grade of “Pass” from the Faculty Advisor.\*
- ❑ The student must meet the minimum number of hours required for the internship.

\*Evaluation forms will be emailed to both the internship on-site supervisor and faculty advisor by the internship coordinator in early December.

All two evaluation forms (advisor and supervisor), are due by the following date. **Therefore, you must submit your final research paper to your faculty advisor *in advance* of this date.** Your faculty advisor will need time to grade your paper and submit his/her final evaluation by the deadline listed below.

**FINAL EVALUATIONS DUE:    Friday, January 8, 2010, 5:00 PM**

**CREDIT INFORMATION:**

- CCAS 154 is graded as “Pass/No Pass”.
- CCAS 154 credits may count only as **ELECTIVE** credit and therefore cannot be used to fulfill GCR’s, group concentrations or other requirements in the major.
- If evaluation forms (see attached) required to grade the internship have not been completed and turned in to the Internship Coordinator by your faculty sponsor and on-site supervisor by **Friday, January 8, 2010**, you will be given a grade of “NO PASS”. Your final grade is composed of a “PASS” grade from your on-site supervisor for work completed, and your faculty sponsor for your written paper. Less than a passing grade from either evaluation will result in a “NO PASS”.
- A maximum of 6 CCAS 154 credit hours can be applied towards the Bachelor’s degree. Students may earn 1-3 credit hours for CCAS 154 in any one semester.

**COMMUNICATION:**

Communication is an important part of the internship experience. Their faculty advisor is one of the greatest resources that the intern can have and frequent communication will enable interns to write better papers. It is also the student’s duty to communicate to the Internship Coordinator any changes in the internship or any delays in evaluations or other paperwork.

**OTHER INFORMATION:**

- For help in finding internships, visit The GWU Career Center, Old Main 1922 F Street NW or visit their website at: <http://gwired.gwu.edu/career/>
- For more information, please contact the CCAS Coordinator, Abbie Weiner at 202-994-6210 or [abbiew@gwu.edu](mailto:abbiew@gwu.edu).



**CCAS 154 Application**  
**Fall Semester 2009**

(Please print clearly)

Student's Name: \_\_\_\_\_

GWid: \_\_\_\_\_

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

Home Phone: (    ) \_\_\_\_\_

\_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

\_\_\_\_\_

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

Student Class Status: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Completed Credit Hours: \_\_\_\_\_  
(Must be at least 24 hours completed at GW)

Current Cumulative GPA: \_\_\_\_\_

Credits Hours for Internship: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: (    ) \_\_\_\_\_

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

Starting Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Number of Hours Worked per Week: \_\_\_\_\_

Faculty Advisor's Name: \_\_\_\_\_

Academic Department: \_\_\_\_\_

Building & Room #: \_\_\_\_\_

Office Extension: \_\_\_\_\_

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

**Details of Internship:**

1. What tentative topics/proposals do you have for your research paper?
  
  
  
  
  
  
  
  
  
  
2. What books, articles, publications, etc. will you read relevant to your internship?
  
  
  
  
  
  
  
  
  
  
3. How often will you meet with your Faculty Advisor? (Scheduled meeting dates are required)

**Student:**

*I have met with my faculty advisor and discussed possible research paper topics and readings relevant to my internship. We have also reviewed the terms of this Learning Contract and understand the academic requirements to receive credit for CCAS 154.*

**Student Signature:** \_\_\_\_\_

**Faculty:**

*I have met with the student and discussed possible research paper topics and readings relevant to his/her internship. We have also reviewed the terms of this Learning Contract and understand the academic requirements to receive credit for CCAS 154.*

**Faculty Advisor's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Faculty Department:** \_\_\_\_\_

Abbie Weiner  
Undergraduate Academic Advisor and  
CCAS 154 Internship Coordinator  
Columbian College of Arts & Sciences  
801 22nd Street, NW  
Washington, DC 20052  
202-994-6210 FAX 202-994-6213  
E-Mail [abbiew@gwu.edu](mailto:abbiew@gwu.edu)



**CCAS 154**  
**Internship for Credit Supervisor's Agreement**

The Columbian College of Arts and Sciences encourages its students to participate in internships, as they serve as an excellent opportunity for students to gain professional experience that complements their academic coursework and interests. We thank you and your organization for agreeing to provide an internship to:

**Student Name:** \_\_\_\_\_

This internship is an academic course requiring practical work in your organization as well as academic work assigned by a faculty advisor. The attached Learning Contract outlines the expectations and requirements of the internship. The faculty member working with this student is:

**Faculty Advisor's Name:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please feel free to call this faculty advisor if you need to discuss the internship.

The student is registered for \_\_\_\_\_ credit hours for this internship, and should work \_\_\_\_\_ hours per week at your organization. Any changes in the responsibilities assigned to the intern as described in the attached Supervisor Agreement, should be reported to the Internship Coordinator, Abbie Weiner (phone: 202-994-6210).

The Columbian College will mail a final evaluation form to you at the end of the semester. The student will not receive credit for the internship until we have received your evaluation of his/her work performance. Your signature on this memorandum indicates that you have read and understand the conditions of this internship program.

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**Internship Supervisor's Name (Print):** \_\_\_\_\_

Title: \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

Organization: \_\_\_\_\_

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

\_\_\_\_\_

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



**CCAS 154 Meeting  
Career Center  
Old Main, 1922 F Street**

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

\_\_\_ I will attend the Wednesday, October 14 session at 7:00 pm

\_\_\_ I will attend the Thursday, October 15 session at 7:00 pm

Comments:

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Please return to:  
[abbiew@gwu.edu](mailto:abbiew@gwu.edu) or  
Phillips Hall, Room 107



**CCAS 154  
Career Center Assignment Guidelines  
Fall Semester 2009**

**ASSIGNMENT OBJECTIVES:**

- 1.) To introduce you to the Career Center services and programs.
- 2.) To learn more about basic career skills and competencies.
- 3.) To complete the *FREE* Internship Goal Setting/Independent Study and Experiential Learning Reflection assignments

\* \* \* \* \*

**ASSIGNMENTS GUIDELINES:**

1. **CCAS 154 Meeting** – Meeting with CCAS 154 Internship Coordinator and Career Center Consultant to talk about your internship experience and to review your Internship Goal Setting assignment turned in with your application.

Wednesday, October 14, 2009 at 7:00 pm – Career Center, Old Main, 1922 F Street

**Or**

Thursday, October 15, 2009 at 7:00 pm - Career Center, Old Main, 1922 F Street

2. **Reflection Assignment** – Due **Friday, December 11, 2009**, Phillips Hall, Room 107

[Guidelines for the *Free* Experiential Learning Reflection assignment will be handed out at the CCAS 154 Internship meeting.]

3. **Career Center Program** (participate in one program of your choice during the fall semester) -- Due **Friday, December 11, 2009**, Phillips Hall, Room 107

**PLEASE NOTE:** All four assignments **MUST** be completed in order for you to receive a passing grade.



THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON DC

COLUMBIAN COLLEGE OF ARTS AND SCIENCES

**CCAS 154  
Career Center Program  
Fall Semester 2009**

**NAME OF STUDENT** \_\_\_\_\_

**Workshop/Program Attended** \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes (if applicable):**





## ***Internship Goal Setting*** **CCAS 154 Independent Study**

**Your Name**

**Internship Site**

**Today's Date**

**Dates of Internship**

**1) Brief Overview:** Describe in detail your role and responsibilities. List duties, projects, deadlines etc. (Attach job description if possible)

**2) Supervision:** After consulting with your site supervisor, describe how s/he will supervise your internship experience, and the type of training provided.

**THE GEORGE WASHINGTON UNIVERSITY CAREER CENTER**

**[gwired.gwu.edu/career](http://gwired.gwu.edu/career)**

1922 F Street, NW (Old Main) Washington, DC 20052

Ph: 202.994.6495 Fax: 202.994.6493 E-mail: [gwcarctr@gwu.edu](mailto:gwcarctr@gwu.edu)

(Experiential learning documents courtesy of the GW Career Center)



## ***Internship Goal Setting*** **CCAS 154 Independent Study**

**3) Learning Objectives:** State specifically what you intend to learn, including the knowledge you want to gain, skills you want to develop, and values you want to clarify.

A.

B.

C.

**4) Learning Activities:** After consulting with your site supervisor, describe what you will do to achieve each of your learning objectives. What will you do outside the work place, to include readings, field trips, etc, to achieve your learning objectives?

A.

B.

C.

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## ***Internship Goal Setting*** **CCAS 154 Independent Study**

**5) Learning Assessment:** Describe how you will assess the completion of your learning objectives. How will you know that you have learned what you intended to learn? What will you provide to identify your accomplishments?

A.

B.

C.

(Optional)

Student Name (Print) and Date

Supervisor Name (Print) and Date

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Student Signature

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Supervisor Signature

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## Experiential Learning Reflection

**I.) Cognitive Reflection:** Examine the knowledge, skills, and values acquired or clarified from your experience.

A) Identify new/enhanced knowledge gained from your experience and provide examples.

B) Identify new/expanded skills gained from your experience and provide examples

C) Identify the values clarified from your experience and provide examples.

D) What conclusions are you able to draw from your reflections of the experience?  
What are your next steps for continued learning?

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## Experiential Learning Reflection

**2) Affective Reflection:** Examine what you feel related to your experience.

A) Which aspects of your experience did you most enjoy? Why?

B) What did you like or dislike about the experience? Why?

C) What would you change about your experience?

D) How do you feel that your work contributed to your employer?

E) What conclusions are you able to draw from your reflections of the experience?  
What are your next steps for continued learning?

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## Experiential Learning Reflection

**3) Environmental Reflection:** Examine your work culture and work processes related to your experience.

A) Did you engage in team related projects? Did you work on projects alone? Describe the projects and identify what you learned about your work preferences related to working alone and with teams.

B) Did you receive daily or weekly assignments and regular feedback from your supervisor? Did you receive less/more frequent assignments and feedback? Identify what you learned from your experience about your preferences related to supervisory work style.

C) Did the culture of the workplace encourage formal or informal interactions among staff? Were you able to interact with a people from all levels of the organization? Identify what that tells you about your preferences in the workplace.

D) What additional conclusions are you able to draw from your reflections of the experience? What are your next steps for continued learning?

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## Experiential Learning Reflection

**4) Career Reflection:** Examine the new and enhanced career knowledge you acquired during the experience.

A) What did you learn about your career interests?

B) How did your experience affect future internship or job choices?

C) How will that knowledge inform your career decisions?

D) What conclusions are you able to draw from your reflections of the experience?  
What are your next steps for continued learning?

***Students are invited to meet with a Career Center consultant  
to reflect on their experiences***

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