



*Tear-off this page before submitting App to Registrar & save reflection paper questions (pp. 2) for the end of the internship.*

An Internship is a crucial opportunity to apply the knowledge and skills you have acquired in the classroom to a real-world environment. Internships are a compelling addition to the Resumé content of anyone looking to enter the job market and can leverage opportunities only available to students. JPCatholic desires that all students complete at least one successful Internship and expects students work closely with faculty and staff so as to achieve that goal.

**DEADLINE:** Internship packets are reviewed weeks 7 & 8 of the current quarter for internships to be done during the following quarter. Applications received after the Friday of week 9 of the current quarter will result in automatic denial. A deadline exception may be considered with a form of appeal for extenuating circumstances.

## Steps to Register for an Internship

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1. Verify your eligibility:
  - Must be a junior (90 units) or higher
  - Have space in your degree plan for an internship (elective space)
  - An internship may be taken for credit up to 3 times
  - Available space in your class schedule for the upcoming quarter
  - Internship opportunity will provide 90+ hours of work within a quarter
  - Internship opportunity furthers your academic & career goals based on your degree
2. Identify and invite a full-time faculty member to oversee your internship
3. Complete the Internship Letter of Intent (LOI) form when submitting registration requests
4. Attend Career Services workshop or 1-to-1 meeting with Career Services Advisor
5. Secure employment company and meet for interview with direct boss or hiring manager
  - Obtain the employer's signature on the Memorandum of Understanding
6. Meet with instructor to discuss:
  - Outcomes
  - Assignments
  - Final reflection paper
  - Obtain approval with signature
7. Obtain final approval from Career Services Advisor with signature
8. Schedule meeting with the Registrar by deadline to finalize internship approval process:
  - Review **100% completed** application and certify all necessary signatures

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# INTERNSHIP APPLICATION REFLECTION PAPER

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## Prompts for Reflection Paper

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*Save these questions to refer to later when writing your reflection paper:*

### Short Answer

#### Internship Overview

- ▶ Name of Company/Individual with internship.
- ▶ Your internship title.
- ▶ Length of internship.
- ▶ How did you secure this internship position?

#### Learning Outcomes

- ▶ What were your learning outcomes?
- ▶ Why did you choose these learning outcomes?
- ▶ How did you report progress towards achieving your learning outcomes each week / over time?
- ▶ How did you measure progress towards achieving your learning outcomes each week / over time (Example log with details, artifacts etc.)?

### Long Answer

- ▶ What deliverables did you produce?
- ▶ How did the deliverables demonstrate you achieved your learning outcomes?
- ▶ Please include a few examples of your work (remove identifiable components as necessary)
- ▶ Describe challenges you faced and how you overcame them.
- ▶ What advice do you have for future students?
- ▶ How have the experiences and skills you've gained fit with and/or shaped future goals?
- ▶ How did this experience connect to your program and overall learning experience at JPCatholic?



# INTERNSHIP OVERVIEW

## Student & Curricular Details

Student's Full Name \_\_\_\_\_ STU \_\_\_\_\_ Student ID \_\_\_\_\_

Instructor Full Name \_\_\_\_\_

Year & Quarter: 20\_\_\_\_  Fall  Winter  Spring  Summer

Student's Major:  Business  Communications Media  Humanities

This is my:  1st  2nd  3rd internship for credit

## Employment Details

### Organization Name

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

### Organization Representative

Name \_\_\_\_\_

Title \_\_\_\_\_

( ) -  
Phone \_\_\_\_\_

Email \_\_\_\_\_

### Intern's Position, Title, & Hours

Intern's Title \_\_\_\_\_

Period of internship will begin on: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ end on \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Estimated hours: \_\_\_\_\_ PER  Day OR  Week = \_\_\_\_\_ Total (10 weeks)

Days of the week:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Unpaid OR  paid \$ \_\_\_\_\_  Per hour  Per week  Stipend  Other

Special Compensation Notes (if needed): \_\_\_\_\_



## Course Description

Using at least 2 sentences, provide a course overview by describing your internship:

## Learning Outcomes & Grading

Outline your learning objectives, assignments, and grading schematic:

- Learning Outcomes:**
- ▶ Detailed phrase stating the specific learning objective
  - ▶ Distinct from work performed
  - ▶ More than a couple words. For example list, "Learn how to reach your target audience" instead of "Social Media Marketing." Each box is tall enough to accommodate multiple lines of text.
- Assignments:**
- ▶ A deliverable that measures completion of learning outcomes
  - ▶ Is submitted to your professor and distinct from work performed for the company
- Value:**
- ▶ The percentage each assignment is of your overall grade.
  - ▶ Final Reflection Paper must be factored in.

Learning Outcomes	Assignments	Value
<b>Final Reflection Paper &amp; Log of Hours</b> <i>See "Reflection Paper" page for prompts.</i>		

### Late Penalty

\_\_\_\_\_ % will be deducted for each week an assignment is late.  
If no percentage is listed, late assignments will default to 100% loss of value.

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# INTERNSHIP LEARNING CONTRACT

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## Late Consequences & Work Agreement

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*Carefully review and initial each item:*

- \_\_\_\_\_ I understand that each assignment's value will be lowered for each week the assignment is late.
- \_\_\_\_\_ I understand that all work, including but not limited to: weekly assignments, a final log of hours worked, and the final reflection paper, must be submitted by the last day of the quarter to receive credit.
- \_\_\_\_\_ I understand that failure to meet with my instructor on a regular basis may impact my grade up to and including failing the class.
- \_\_\_\_\_ Agree to comply with the office routines of the business and follow any reasonable instructions that I may be given. I will advise the Company of, and may decline to participate in, any activity for which I am not confident or qualified to perform.
- \_\_\_\_\_ Acknowledge that any information/projects/material and the like that I become privy to in the course of my internship or as a consequence of my internship shall be maintained in the strictest confidence, and I shall not divulge/release/otherwise allow the information to be made known to any person/persons who otherwise are not eligible to partake of such information.

## Risks & Liability

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*Carefully review the following and sign below:*

1. Risks. I understand that participation in the internship may subject me to risks not found in study at JPCatholic that could result in illness, injury, and even death. Such risks include, but are not limited to, those associated with traveling to and from the facility; different standards of health, safety, maintenance of buildings, public places and conveyances; and increased crime and pollution. JPCatholic's evaluation of the internship is based solely on its experiential and mission-related merits; JPCatholic does not represent or act as an agent for, and cannot control the acts or omissions of, anyone associated with the internship. JPCatholic is not responsible for matters that are beyond its control, and cannot warrant the safety or convenience of the circumstances under which I will be working or traveling. I understand that I must independently evaluate whether the internship will take place in a safe and secure environment by my own personal standards. It is my responsibility to take every precaution to safeguard my health and personal belongings from damage or theft. At no time should I enter or remain in a space that does not meet my standards of safety and security.
2. Liability Waiver. Having made my own investigation into and assessment of the risks described above, I agree, on behalf of my family, heirs and personal representative(s), to knowingly and willingly assume all the risks and responsibilities associated with my participation in the internship. To the maximum extent permitted by law, I release, hold harmless and agree to indemnify JPCatholic and its officers, directors, faculty, staff, representatives, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, related to my participation in the internship (including periods in transit to or from my destination), resulting from any cause, including but not limited to ordinary negligence, gross negligence, or willful acts.

Student's Signature: \_\_\_\_\_ date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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# INTERNSHIP LEARNING CONTRACT

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## Time Commitment & Weekly Outline

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### Instructor Meeting & Assignment Submission

*Briefly summarize what you discussed with your instructor for meeting frequency and assignment submission:*

### Hour Requirements

The intern must complete a minimum of 90 hours during the 10-week quarter. Your instructor will verify all hours on a weekly basis. A successful Internship results in 3 units of credit, which is the equivalent of a regular class. The grade assigned to the Internship is Pass or Fail.

### Logging Hours

During the 10th week, you must submit a final log of hours worked, including a summary of what was completed each week to your instructor. Use the template provided at this link:



<http://bit.ly/JPCatholicInternshipLog>

## Optional Notes

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*List any other information relevant to the internship:*

## Approval

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① Student: \_\_\_\_\_ date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

② Instructor: \_\_\_\_\_ date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

③ Registrar: \_\_\_\_\_ date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

④ Career Services: \_\_\_\_\_ date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*This Application Form should be returned to the Registrar's Office after all signatures obtained.*



Between

John Paul the Great Catholic University

**&**

\_\_\_\_\_  
Organization Name

John Paul the Great Catholic University (JPCatholic) is interested in promoting the benefits of an Internship arrangement for all parties involved. This Internship Memorandum of Understanding describes the mutual responsibilities between JPCatholic and the Organization. The purpose of this document is to describe and define expectations and responsibilities of both parties regarding an Internship to be performed at the site by a currently enrolled JPCatholic Intern.

**STUDENTS: It is your responsibility to communicate the application deadline listed below and review entire MOU.**

Deadline for Internship Application and this MOU: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**A) Responsibilities of John Paul the Great Catholic University**

1. Certify the Intern's eligibility to participate in an Internship.
2. Establish guidelines for Internship Programs and communicate these guidelines to the Organization.
3. Assign a JPCatholic Instructor who will:
  - a. Work with the Intern to develop learning outcomes.
  - b. Monitor the achievement of the identified learning outcomes on a weekly basis and the completion of the assignments for class credit.
  - c. Measure the achievement of the learning outcomes.
4. Maintain communication with the Company Internship Representative.
5. Encourage the student's productive contribution to the company.
6. Maintain the confidentiality of any information designated by the Company Internship Representative as confidential.

**B) Responsibilities of the Company Internship Representative**

1. Provide a John Paul the Great Catholic University (JPCatholic) Intern with a challenging and meaningful learning experience that will promote his/her professional development and achievement of learning outcomes.
2. Provide adequate supervision and guide the Intern through a minimum of 90 hours of work within the Quarter.
3. Determine if the Internship is a volunteer or paid position.
4. Communicate to the Intern the philosophy, policies, programs and services of the organization.
5. Define the organization's expectations of the Intern.
6. Integrate the Intern as a functioning participant in appropriate levels of organizational activities, projects and programs; and if a specific project could be assigned and evaluated.
7. Notify JPCatholic personnel of any changes in the intern's work status, schedule, or performance.
8. Respond to short, post-internship evaluation initiated by JPCatholic personnel.
9. Maintain general liability, professional liability, and worker's compensation insurance as required by law.

**C) Duration of Agreement**

This Memorandum of Understanding shall continue from \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_.  
An Internship may be reviewed due to dissatisfaction. Following a discussion, if satisfactory resolution cannot be achieved, termination may be requested by JPCatholic or the Company.

**Assigned JPCatholic Instructor**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Company Internship Representative**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_