

**THE UNIVERSITY OF SCRANTON  
KANIA SCHOOL OF MANAGEMENT**

**Process for Seeking Academic Credit for Internships**

Internships for credit are individualized, supervised experiences in a work or volunteer setting which the University judges to be worthy of academic credit. There should be sufficient academic rigor associated with the internship and the experience should give students the opportunity to reflect upon, analyze, and critique their experiences in a way that demonstrates knowledge of course contents and ideas and a sophisticated ability to apply perspectives of that specific field of study. The internship



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**SUPPLEMENTAL INTERNSHIP INFORMATION**

TODAY S DATE: \_\_\_\_\_

**STUDENT INFORMATION**

STUDENT NAME: \_\_\_\_\_ ROYAL ID #: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATES OF INTERNSHIP: \_\_\_\_\_ HOURS PER WEEK: \_\_\_\_\_ # OF WEEKS: \_\_\_\_\_

IS THIS A PAID INTERNSHIP?    YES                      NO                      APPROXIMATE WEEKLY PAY: \_\_\_\_\_

**EMPLOYER INFORMATION**

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

IMMEDIATE WORK SUPERVISOR: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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**ACADEMIC REQUIREMENTS AGREEMENT**

**STUDENT:** \_\_\_\_\_ **FACULTY:** \_\_\_\_\_

**TERM:** \_\_\_\_\_ **COURSE NUMBER:** \_\_\_\_\_

As a student participating in an internship earning academic credit, I agree to complete the assignments checked below. I understand that I will not receive academic credit until these requirements are completed to the satisfaction of my faculty sponsor.

**REFLECTION PAPER**

I agree to submit a \_\_\_\_ page double-spaced paper reflecting on the internship experience and the degree to which the stated learning objectives were achieved.

**JOURNAL**

I agree to keep a \_\_\_\_\_ log of my activities and insight gained during my internship.  
(Note the frequency of the log as daily, weekly, monthly, etc)

**READINGS**

I agree to read the following literature and will submit a paper as described below summarizing the relationship of the reading content to my internship experience.

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**OTHER**

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In addition, I agree to contact my faculty sponsor via email, telephone, or in person at least \_\_\_\_\_ times during the course of my internship to discuss my progress.

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