

UNDERGRADUATE INTERNSHIP

ACKNOWLEDGEMENT OF COURSE ASSIGNMENTS AND GRADING

For course credit, academic assignments are required in addition to completing the necessary work hours for the semester. **Grading is Pass/Fail.** Credit is given based on accomplishing **all** of the assignments, by the specified due dates, and in a satisfactory manner. All assignments should be sent to the College Internship Supervisor by e-mail or Blackboard. Students are expected to adhere to all University and College policies including those relative to academic integrity (www.roosevelt.edu/plagiarism). Assignments are as follows:

1. **Weekly Journals:** Submit weekly journals indicating such information as job activity, new learning experiences and opportunities, application of skills and knowledge as well as perceptions, insights and issues about the business. Journals should be about one to two pages long and typed double space. **Journals are due on Monday following the week worked.**
2. **Working Hours:** For _____ credit(s), complete a minimum of _____ semester hours of work as specified in the current syllabus for the internship. **Weekly time sheets should be submitted indicating student work hours for the previous week. A Final Time Sheet is due on the Friday following the last class day of the Semester indicating total hours worked at the internship.**
3. **Internship Goals:** Set three personal goals relative to the internship indicating desired accomplishments. **Goals are due no later than the end of the second week of the start of the internship.**
4. **Final Paper:** Propose, prepare and write a research paper on a subject relative to the internship that is between seven (7) to ten (10) pages long and double spaced. Cite relevant works and sources. This paper should integrate internship related knowledge with your academic education. It needs to be an original work of professional quality including being grammatically sound. **Proposals are due by the second week following Semester break. Paper is due no later than one week before the final class day of the Semester.**
5. **Internship Evaluation:** Submit a two (2) page written evaluation about your internship reflecting on the value that it had for you relative to your expectations and experiences, including potential relevance for future students. It should be written in a professional and grammatically correct manner. **Evaluation is due with the submission of the final paper.**

SEMESTER: _____

Student Name (Please Print): _____

Student Signature: _____ Date: _____