

UHC 399 HONORS INTERNSHIP/APPRENTICESHIP REGISTRATION FORM

Missouri State University
Honors College

This 3 credit hour course provides students with the opportunity to obtain practical and theoretical knowledge in a variety of career fields through the completion of a supervised internship experience. Students will secure an internship opportunity that will serve as a learning laboratory where they may apply what they are learning in the classroom, observe and reflect upon organizational operations, and synthesize their academic and professional experiences by completing an academic project incorporating what they learned during their experience.

Students are expected to complete a minimum of 45 hours of work with an approved organization. Individual course instructors have the right to require additional hours. Course instructors must be a faculty member with expertise in the field in which you plan to work.

The nature of individual projects will vary by academic discipline, but students should be prepared to satisfy the following expectations:

- Course instructors will help students to develop and articulate guidelines, expectations, goals, and learning outcomes for their course.
- Course instructors will require students to prepare for their internship experience by reviewing relevant textbooks, journals, or completing research that will help students to understand the sector that you they entering and the key theories or methodologies involved in their work.
- Students will submit written progress reports to their course instructor (suggested every 3 weeks) that highlight all tasks being performed, a summary of what the student has accomplished and learned, an assessment of organizational operations, an outline of any challenges being confronted, and a preview of future tasks and responsibilities. This is an ideal time for students to ask questions and to seek feedback from their course instructor.
- Students will submit a written academic project or portfolio piece demonstrating what they have learned. This might take the form of a case study, policy proposal, training manual, methodological discussion, lab report, or other creative assessments. Students may generally expect to write 5-10 pages, depending upon the academic discipline.

If you require assistance in identifying internship opportunities, please speak with your major advisor, the Honors College, and the Missouri State University Career Center.

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Student name: _____ M#: _____

Semester of study (fall, spring, summer): _____

Course instructor: _____

Complete this registration form with the assistance of your instructor. Be as detailed as possible and use additional pages if necessary.

1. What organization will you volunteer with? How many hours will you work each week?
2. List all regular tasks and responsibilities that you will complete.
3. How will you prepare for your internship experience (list all readings, projects, or tasks that are expected)?
4. What are the requirements for your proposed course during the volunteer experience (list all assignments, readings, meetings, etc.)?
5. What will your final academic project or portfolio piece entail (list all expectations)?

By signing below, you acknowledge that you have reviewed the expectations for Honors Service Learning outlined on the flip side of this form.

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Department Head signature: _____ Date: _____

Honors College Director signature: _____ Date: _____

THIS FORM MUST BE SUBMITTED TO THE HONORS COLLEGE BEFORE THE END OF THE FIRST WEEK OF CLASSES DURING THE SEMESTER YOU PLAN TO COMPLETE THE COURSE.