

XE: Experimental Humanities & Social Engagement

INTERNSHIP APPROVAL FORM

Please complete the following steps to obtain approval for your internship:

1. Internships can be taken for 1 to 4 credits. The appropriate credit equivalency for work in the internship will be determined in conversation with your XE Faculty Advisor, but here are some general guidelines about the correlation between credits and internship work hours:
5-10 hours of internship work per week: 1-2 credits
11-20 hours of internship work per week: 3-4 credits
2. To this form, please attach a **300 to 500-word learning agreement** that must include the following:

Mutually agreed-upon description of the student's activities in the internship Duration and hours of the internship (cannot exceed 20 hours per week in fall and spring semesters)

A statement about how the internship relates to the student's academic program, with a clearly defined list of learning objectives and goals

Acknowledgment that the on-site supervisor has agreed to provide a written evaluation of the student's performance to XE at the end of the semester. See below for more details on the content of this report.

3. Obtain an agreement signature from your work supervisor.
4. Submit this form for signed approval first to your XE Faculty Advisor, and then (through the Administrative Aide) to the XE Director or Associate Director.
5. After your Internship Approval Form is complete, you will receive a course permission code to register for the XE Internship class, CEH-GA 3030, and will register for the number of credits noted on the form.
6. *All internships should be registered with the Wasserman Center.* Please see the XE website for further details.
7. Grading will be Pass/Fail and determined on the basis of the student's reflection paper and the on-site supervisor's final report:

The reflection paper should be approximately 1000 to 1500 words long, addressing the student's work and experience in the internship. It should list and briefly describe the main duties, projects, and activities that the internship involved, and then offer thoughts and reflections on these as educational and professional experiences: what value was derived from them, what shortcomings were discovered, and what was learned about the field of work to which the internship belongs.

The final report from the on-site supervisor should be at least 250 words long and must offer an assessment of how well the student performed the assigned tasks, activities and duties. It may mention the student's particular strengths and contributions, as well as whatever shortcomings the supervisor observed. Any other kinds of comments are very welcome as well.

XE student's name: _____

E-mail: _____

Phone number: _____

NYU ID: N_____

Semester and year: _____

Number of credits: _____

Internship site/organization: _____

On-site Supervisor's name and title: _____

E-mail: _____

Signature: _____ Date: _____

This signature affirms the on-site supervisor's commitment to provide a brief written evaluation of the student work at the end of the semester.

XE APPROVAL SIGNATURES:

1. XE Faculty Advisor: _____ Date: _____

2. XE Director/Associate Director: _____ Date: _____