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# Internship Work Plan

## Student Information

*First Name Last Name Student ID Number Phone Email Course Prefix: Term:* ☐ *Summer 2019* ☐ *Fall 2019* ☐ *Winter 2019* ☐ *Spring 2020* ☐ *Summer 2020 Course Number: Campus:* ☐ *Main Campus* ☐ *UA Online* ☐ *Distance* ☐ *UA South*

*Number of Units Desired*

UA policy requires a minimum of 45 hours of work on-site or to complete course assignments per unit of credit earned. The minimum of 45 hours per unit must be met during the dates of the term for each unit of credit desired.

Plans for Contact Hours: Please note that all contact hours counted toward internship credit must occur during the official dates of the UA term for which credit is requested. You can verify term dates at Date and Deadlines page of registrar.arizona.edu.

*Start Date: End Date:*

*Duration (# of Weeks): Expected Hours Per Week: International Student:* ☐ *Yes* ☐ *No*

International students may be required to apply for and receive work authorization approval from International Student Services (ISS) before participating in an internship. More information can be found on the ISS website under F-1 Student Employment or J-1 Academic Training pages.

## Site Supervisor Information

*Name: Agency: Work Phone: Email: Physical Office Address City: State: Zip Code*

*Mailing Address (if different than physical office address) City State Zip Code Country*

Students completing an internship abroad are required to register their travel with UA Study Abroad and follow policies and procedures related to international insurance coverage.

**Student’s Goals for the Internship:** The student should identify one to three professional goals explaining what s/he wants to gain from the internship experience.

**Site Justification:** The student is required to provide a short paragraph about how an internship at this site will assist with attaining his/her career goals and will be a learning experience that enhances the academic program.

**Internship Purpose:** The student should work with the site to develop a mutually-agreeable internship purpose, three to five learning objectives, and a list of related activities that will be completed during the internship. It is recommended that the student discuss with the site supervisor his/her goals and progress toward objectives at the start, mid-point and end of the internship. For examples, see the final page of the work plan.

Purpose Statement:

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| --- | --- |
| **Learning Objectives**  (Minimum of three) | **Proposed Activities**  (Typically no more than five activities per learning objective) |
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**Student to include with internship application:**

1. **Internship position description and/or job posting.**
2. **Letter of hire from sponsoring organization.**

By signing this document, I understand that I am responsible for fulfilling the proposed activities at the internship site plus all assigned coursework in order to earn academic credit for this internship experience. I acknowledge that I have reviewed and understand the University of Arizona Risk Management Disclosure: Insurance Coverage for University Internships for Credit (pages 6-7 of this document).

STUDENT**:**

DATE:

### Reminder: Students will not be enrolled in the internship units until the signed work plan is also approved by the Internship Instructor.

DATE**:**

INTERNSHIP INSTRUCTOR APPROVAL:

INTERNSHIP INSTRUCTOR NOTES: