Honors Internship Guide

STEP 1 - Meet with Leena to discuss internship possibilities, the steps in the process, and eligibility.

STEP 2 - Search. Locate internship organizations that fit your interests and contact them to set up an internship. Honors internships should include either a research component or a project that will significantly help to develop a student’s professional experience. Be prepared and start early. You may need to contact more than one organization before you find the right internship. Here are some tips to aid you in your search:

- The Honors Program maintains a list of past internships our students have completed, which you can browse for ideas.
- Students are welcome to pursue internships in an organization you are familiar with as long as the work you are doing meet your needs and interests.
- The PSU Career Center maintains a list of internships available locally and around the world. Log in to Career Connect database to see the current opportunities. This database is updated frequently. Contact: Jeanne Ellis, jmellis@pdx.edu
- Most of the schools and colleges at PSU have internship advisers to help you find an internship. For example, the School of Business, College of Urban and Public Affairs, and College of Liberal Arts and Sciences have internship advisers located in their school or college.
- Talk to your professors in your major department. They may know of organizations or have contacts for internship locations that would be a good fit for your major.
- Your internship search may require you to find and contact several organizations before you find one that will offer you an internship. Once you’ve found an organization you are interested in, try to contact the person you want to work with directly to discuss an internship, and don’t be afraid to follow up if you don’t hear back from the organization. You can see examples on how to contact an organization at the Honors Program.

STEP 3 - Complete an Internship Proposal. Download the internship proposal form on the honors website at www.pdx.edu/honors/internships-research
Your supervisor at the internship organization will need to read and agree to this proposal. Submit to Dr. Fallon four weeks before the term of your internship.

<table>
<thead>
<tr>
<th>If your internship will be:</th>
<th>Your proposal is due to Dr. Fallon or the Honors Program office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2012</td>
<td>August 24, 2012</td>
</tr>
<tr>
<td>Winter 2012</td>
<td>November 30, 2012</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>February 22, 2012</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>May 24, 2012</td>
</tr>
</tbody>
</table>

STEP 4 – If your internship is approved by Honors Program, register for internship credit by completing a By Arrangement form in the Honors Program office. You must complete this form by the end of the first week of term.
STEP 5 - Begin the internship. The following assignments will be expected throughout the term:

**Due every Friday of the internship term:**
- Summary of your work that week and a short reflection on critical lessons learned.

**Due Midterm:**
- During week four of the term, students should submit a 2-page summary of their work towards the learning outcomes identified in their proposal.

**Due the Tuesday of finals week:**
- When the internship is complete, students must submit a 4-page reflection on what they learned as well as a summary of the project.
- Internship supervisors should submit a paragraph describing the student’s performance for the term and how well they met the expectations of the internship described in the proposal.

**Grading Policies**
Graded credits are based on assignments submitted throughout the term listed above and the performance evaluation submitted by the internship supervisor. In most cases, the reflection paper requires students to tie together their internship experiences with relevant literature. Along with this paper, other requirements may include student-instructor conferences. Students must take responsibility for ensuring expectations are clear. The guidelines for the reflection paper are posted on D2L. Reflections and supervisor evaluations are due the Tuesday of finals week.

**Eligibility**
Students who are selected as interns enter into their positions as representatives of Portland State University and of the Honors Program. Internships are not only beneficial to students, but to the sponsoring organization as well. If a student proves incapable of performing his or her job at a certain level of competence and in a professional manner, it could lead to a situation in which the sponsoring organization refuses to accept future interns from the Honors Program. For these reasons, the Honors Program has instituted some restrictions on who is eligible to enter the internship program. This section explains the policies on eligibility and course credit.

**Acceptable Internships**
Course credit can only be obtained for work that is relevant to your learning outcomes. This means that students are expected to perform a meaningful task for the organization in which they have been placed. Typically, students are expected to perform some type of project, research, or administrative task that can be tied to their academic or professional goals. Clerical and secretarial positions are examples of unacceptable work. The Honors Program retains the right to determine the suitability of internship positions for course credit.

**The Role of the Internship Supervisor**
The Internship Supervisor is the member of the sponsoring organization who is responsible for supervising an intern's work. He or she provides the intern with day to day direction on the task that the intern must perform for the organization, and evaluates the intern's work. At the beginning of the term, the Internship Supervisor will be asked to agree to the student’s Internship Proposal, which describes the nature of work to be completed by the student. As described above, only work that has some relationship to student’s academic and professional growth is acceptable for internship credit. At the end of the semester, the Supervisor will be asked to complete a second form, evaluating the student's work for the organization.
As in any other type of job, students are expected to fulfill the expectations placed on them by their internship supervisor. The primary exception to this is if the supervisor strays from the original internship proposal, and uses a student solely for clerical work or in some other inappropriate manner. If this or other problems occur, students should contact Leena Shrestha or Dr. Fallon as soon as possible.

**Appropriate Behavior**
Students are expected to conduct themselves in a professional manner in their internship. This means that they arrive at their work when scheduled, they dress appropriately, they follow directions, and they interact with others in a positive manner. Moreover, students are expected to abide at all times by the ethical standards of the university and the organization in which they are placed. Students who conduct themselves in an unprofessional or unethical manner face a failing grade and/or appropriate disciplinary action.
Honors Internship FAQs

What is an Internship?
• research experience
• work experience
• part time or full time
• one or more term in length
• paid or unpaid; students can earn money and/or credits

Often referred to as "experiential learning", an internship is an opportunity to go outside the classroom to experience real-world learning in a professional work environment. Internships can add much value to a student's career exploration and development, and may provide early access into their chosen career.

Why do an internship?
• explore, start and define your professional life
• gain experience for your resume
• earn money and/or credit for school
• develop a professional network
• apply classroom learning in the real world
• hone existing skills and develop new ones
• research or project at your internship could become the foundation for your senior Honors thesis.

When should I plan to do an internship?
During your junior year or anytime after you have completed your sophomore Honors requirements. Sophomores with prior approval from the Honors director.

When should I start my internship search?
Early! It may take time to find an internship that will fit in with your major and career goals. Honors Internships must include either a research component or a project that will significantly help to develop a student's professional expertise. You may also need time to update your resume and cover letter, develop interview skills, etc. Students should meet with Leena at least one term prior to applying for an Honors Internship.

How many credits can I earn?
Students may earn up to 8 credits of Hon 404 from their internship. The total number of graded credits allowed is determined by the amount of time a student works in the internship. For Honors credit, a student must put in 20 hours of work per week for 10 weeks to receive the full 8 credits. Student must work at least 10 hours per week for 10 weeks to earn 4 credits.
What are acceptable internships?
Course credit can only be obtained for work that is relevant to your learning outcomes. This means that students are expected to perform a meaningful task for the organization in which they have been placed. Typically, students are expected to perform some type of project, research, or administrative task that can be tied to their academic or professional goals. Clerical and secretarial positions are examples of unacceptable work. The Honors Program retains the right to determine the suitability of internship positions for course credit.

How do I find an internship?
If you are interested in becoming an intern, but have no idea on how /where to find one, talk to Leena Shrestha about your interests and to get help. The Honors Program maintains a list of past internships our students have completed, which you can browse for ideas.

Students are welcome to pursue internships in an organization you are familiar with as long as the work you are doing meet your needs and interests.

The PSU Career Center maintains a list of internships available locally and around the world. Log in to Career Connect database to see the current opportunities. This database is updated frequently. Contact: Jeanne Ellis, jmellis@pdx.edu

Most of the schools and colleges at PSU have internship advisers to help you find an internship. For example, the School of Business, College of Urban and Public Affairs, and College of Liberal Arts and Sciences have internship advisers located in their department.

Talk to your professors in your major department. They may know of organizations or have contacts for internship locations that would be a good fit for your major.

Your internship search may require you to find and contact several organizations before you find one that will offer you an internship. Once you’ve found an organization you are interested in, try to contact the person you want to work with directly to discuss an internship, and don’t be afraid to follow up if you don’t hear back from the organization. You can see examples on how to contact an organization at the Honors Program.

How do I get started?
Students must meet with Leena before beginning an internship and demonstrate their ability to benefit from the program. Bring a draft of the learning objectives you would like to achieve from your internship to the meeting. Together you will fine-tune these objectives and determine how the internship responsibilities allow you to grow academically and professionally.

- Submit your proposal to Dr. Fallon four weeks before the term of your internship.
- Complete a By Arrangement form in the Honors Program office the first week of term.