

To successfully complete an embedded internship students will need to fulfill a set of requirements, which are due to the course instructor throughout the semester. Please refer to the chart below for a timeline of responsibilities and directions.

All internship forms can be found online on our [Gallatin Forms Library](#)

REQUIRED INTERNSHIP FORMS AND TIMELINE

INTERNSHIP FORMS	DUE	FORM DESCRIPTION
PROPOSAL	First week of classes or <u>earlier</u>	<ul style="list-style-type: none"> The Internship Proposal Form must be approved by the course instructor and the Internship Program. This form should contain an explanation of the student's objectives for doing the embedded internship. The internships learning goals ideally should align with one or more of the class objectives.
LEARNING CONTRACT	End of second week of internship work	<ul style="list-style-type: none"> The Internship Learning Contract contains 4 components: A detailed description of worksite responsibilities, learning objectives and how they align to some course topics, as well as a general description of activities and projects that support the completion of the student's learning goals and how they will be evaluated. Once the student submits the learning contract, the course instructor and site supervisor will approve it for submission to the Internship Program.
REFLECTIONS	Due on a regular basis throughout the semester	<ul style="list-style-type: none"> Reflections contain critical observations regarding workplace issues and activities. Preferably, these reflections are connected to course topics or themes being discussed in the classroom. Each reflection should be submitted through an Internship Reflection Form. Students will need to submit at least four reflections throughout the semester to the course instructor. Reflections can be multi-media based. Students are encouraged to use the guide below to develop reflections: <p>Description:</p> <ul style="list-style-type: none"> Description of project, activity, or experience Problems encountered <p>Analysis:</p> <ul style="list-style-type: none"> What you learned (i.e., skills) / insights you experienced Your expectations/goals: how they were, or were not, met Ethical considerations/issues (if any) <p>Forward Thinking:</p> <ul style="list-style-type: none"> How you plan to apply what you learned in the future
PROGRESS REPORT	Middle of semester (about the 6 th or 7 th week of classes)	<ul style="list-style-type: none"> It is recommended that students first discuss overall internship performance with the site supervisor to determine their strengths and opportunities for improvement. Then, students are encouraged to discuss their internship performance with the course instructor to determine progress on their originally stated goals. Finally, students should file an Internship Mid-Term Progress Report indicating progress on internship learning goals.

INTERNSHIP FORMS	DUE	FORM DESCRIPTION		
FINAL PROJECT (Students determine topic and details with course instructor)	End of semester	FINAL PROJECT OPTIONS	LENGTH	SUGGESTIONS
		Extended Essay	6-7 pages	Students address an aspect of their internship work that links with course topics (students should choose one topic and try to build a focused argument). Secondary resources are required. The final essay should be submitted online on the Internship Final Project Form .
		Integrate internship topic into the course's final paper	Extended pages integrated in the final paper for your course	This option involves extending the final paper for the course by about 6-7 pages; students will need to incorporate information, data, or research from the internship into the final paper.
		Creative Work + 3-page Essay (option for arts courses)	Number of pages TBD with course instructor	Students can create a play, short story, music score, sculptural piece, a media arts piece, or a market research plan. A link or an uploaded written essay should be submitted through the Internship Final Project Form .
SUPERVISOR'S STUDENT EVALUATION FORM	1-2 weeks before the end of classes	<ul style="list-style-type: none"> • Students should first out their portion of the form online and submit the Performance Evaluation form to the site supervisor. • The site supervisor evaluates students' workplace goals, strengths, and opportunities for improvement. • Once the site supervisor completes the evaluation and submits it online, the course instructor will receive the completed performance evaluation and will give the student a <u>final letter grade (A-F)</u> based on the following elements: <ul style="list-style-type: none"> ✓ good work performance evaluation ✓ successful implementation of learning goals ✓ evidence of analytical thinking on reflections and final project ✓ evidence of good planning, especially the timely submission of material throughout the semester ✓ evidence of self-monitoring through the progress report 		

- Students may access all [Internship Forms](#) from our Gallatin Internship Website.
- To apply for [Gallatin's Mike Bender Internship Award](#) students should check the information on our website.
- Students may also consider applying for the [Wasserman Center Internship Grant](#).

FOR FURTHER INFORMATION REGARDING INTERNSHIP POLICIES AND PROCEDURES CONTACT PROGRAM DIRECTORS

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