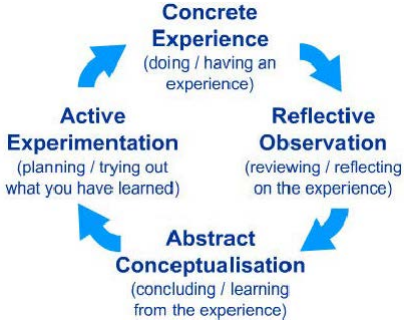


To successfully complete your embedded internship you will need to fulfill a set of requirements, which are due to your course instructor throughout the semester. Some due-dates may vary depending on the start date of your internship. Please refer to the chart below for a timeline of your responsibilities and directions in fulfilling program requirements.

### REQUIRED INTERNSHIP FORMS AND TIMELINE

INTERNSHIP FORMS	DUE	FORM DESCRIPTION
<b>PROPOSAL</b>	First week of classes or earlier	<ul style="list-style-type: none"> <li>The <a href="#">Internship Proposal Form</a> must be approved by your <b>course instructor</b> and the Internship Program. This form should contain an explanation of your learning goals.</li> </ul>
<b>LEARNING CONTRACT</b>	End of second week of internship work	<ul style="list-style-type: none"> <li>The <a href="#">Internship Learning Contract</a> contains 4 components: A detailed description of your worksite responsibilities, learning objectives and how they align to some course topics, and a general description of activities based on which you will be evaluated.</li> <li>Your course instructor and site supervisor will help you create and approve your learning contract for submission to the Internship Program.</li> </ul>
<b>REFLECTIONS</b>	Due on a regular basis throughout the semester	<ul style="list-style-type: none"> <li>Reflections contain observations and analyses regarding workplace issues and activities.</li> <li>You will need to submit at least four reflections throughout the semester to your course instructor via email. Reflections can be multi-media based.</li> <li>Use the guide below to develop your reflections:</li> </ul> <div style="text-align: center;">  <pre> graph TD     CE["Concrete Experience (doing / having an experience)"] --&gt; RO["Reflective Observation (reviewing / reflecting on the experience)"]     RO --&gt; AC["Abstract Conceptualisation (concluding / learning from the experience)"]     AC --&gt; AE["Active Experimentation (planning / trying out what you have learned)"]     AE --&gt; CE             </pre> </div>
<b>PROGRESS REPORT</b>	Middle of semester	<ul style="list-style-type: none"> <li>Discuss your projects and overall internship performance with your site supervisor to determine your strengths and your areas of opportunities.</li> <li>Discuss your internship with your course instructor to determine progress on your originally stated goals.</li> <li>File an <a href="#">Internship Mid-Term Progress Report</a> indicating progress on your internship learning goals.</li> </ul>

INTERNSHIP FORMS	DUE	FORM DESCRIPTION		
<b>FINAL PROJECT</b> (determine details with your course instructor)	End of semester	FINAL PROJECT OPTIONS	LENGTH	SUGGESTIONS
		<b>Extended Essay</b>	6-7 pages	Describe an aspect of your work experience that links with your course topics (Choose one topic and try to build a focused argument)
		<b>Integrate internship topic into the course's final paper</b>	Extended pages integrated in the final paper for your course	This option involves extending the final paper for your course by about 6-7 pages; you will need to incorporate information, data, or research from the internship into your final paper. Discuss this option with your course instructor.
		<b>Creative Work + 3-page Essay (option for arts courses)</b>	Number of pages TBD with course instructor	Students can create a play, short story, music score, sculptural piece, or media arts piece
<b>SUPERVISOR'S STUDENT EVALUATION FORM</b>	One week before the end of classes	<ul style="list-style-type: none"> <li>Your site supervisor evaluates your workplace goals, strengths, and opportunities for improvement. Fill out your portion of the form online and submit the <a href="#">Performance Evaluation form</a> to your site supervisor.</li> <li>Once your site supervisor completes the evaluation and submits it online, your course instructor will receive the completed performance evaluation and will give you a <u>letter grade</u> based on the following elements:               <ul style="list-style-type: none"> <li>✓ work performance</li> <li>✓ successful implementation of your learning goals</li> <li>✓ analytical quality of your reflections</li> <li>✓ progress report</li> <li>✓ final project</li> </ul> </li> </ul>		

- For help creating your Internship Portfolio through Gallatin's ePortfolio site, contact Educational Technology Team at: [gallatin.edtech@nyu.edu](mailto:gallatin.edtech@nyu.edu) or call 212.998.7328. Additionally, you may contact Jenny Kijowski at [jenny.kijowski@nyu.edu](mailto:jenny.kijowski@nyu.edu)
- To access all Internship forms, please click [here](#).
- To apply for [Gallatin's Mike Bender Internship Award](#) please check the information on our website.
- You may also consider applying for the [Wasserman Center Internship Grant](#).

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**FOR FURTHER INFORMATION REGARDING YOUR INTERNSHIP CONTACT PROGRAM DIRECTORS**

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