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. You may refer to the chart below for a timeline of responsibilities and directions.

<table>
<thead>
<tr>
<th>Required Internship Forms and Timeline</th>
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<tbody>
<tr>
<td><strong>Internship Forms</strong></td>
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<tr>
<td>PROPOSAL</td>
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</tbody>
</table>
| LEARNING CONTRACT | End of second week of internship work | - 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 based on which the student will be evaluated.  
- The course instructor and site supervisor are encouraged to make suggestions for the learning contract.  
- Once the student submits the learning contract, the course instructor will approve it for submission to the Internship Program. |
| REFLECTIONS | Due on a regular basis throughout the semester | - Reflections contain critical observations regarding workplace issues and activities. Preferably, these reflections are connected to course topics or themes being discussed in the classroom.  
- Students will need to submit at least four reflections throughout the semester to the course instructor. Reflections can be multi-media based.  
- The guide below may help students develop reflections: |
| PROGRESS REPORT | Middle of semester (about the 6th or 7th week of classes) | - 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. |
<table>
<thead>
<tr>
<th><strong>INTERNSHIP FORMS</strong></th>
<th><strong>DUE</strong></th>
<th><strong>FORM DESCRIPTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FINAL PROJECT</strong></td>
<td>End of semester</td>
<td></td>
</tr>
<tr>
<td>(determine topic and details with course instructor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FORM DESCRIPTION</strong></td>
<td></td>
<td><strong>FINAL PROJECT OPTIONS</strong></td>
</tr>
<tr>
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<td></td>
<td>Extended Essay</td>
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<tr>
<td></td>
<td></td>
<td>Integrate internship topic into the course’s final paper</td>
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<tr>
<td></td>
<td></td>
<td>Creative Work + 3-page Essay (option for arts courses)</td>
</tr>
</tbody>
</table>

**SUPERVISOR’S STUDENT EVALUATION FORM**

1-2 weeks before the end of classes

- 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 will give the student a final letter grade based on the following elements:
  - work performance
  - successful implementation of your learning goals
  - analytical quality of your reflections
  - progress report

* For help creating an Internship Portfolio through Gallatin’s ePortfolio site, students should contact the Educational Technology Team at: gallatin.edtech@nyu.edu or call 212.998.7328. Additionally, students may contact Jenny Kijowski at jenny.kijowski@nyu.edu

* To access all Internship forms, please click [here](#).

* Students can apply for [Gallatin’s Mike Bender Internship Award](#) - please check the information on our website.

* Students may also consider applying for the [Wasserman Center Internship Grant](#).

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**FOR FURTHER INFORMATION REGARDING INTERNSHIP POLICIES AND PROCEDURES CONTACT PROGRAM DIRECTORS**

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