

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. Please refer to the chart below for a timeline of your responsibilities and directions in fulfilling requirements. All required academic and administrative material should be submitted online through [Gallatin forms](#).

REQUIRED INTERNSHIP FORMS AND TIMELINE

INTERNSHIP FORMS	DUE	FORM DESCRIPTION
PROPOSAL	First week of classes or earlier	<ul style="list-style-type: none"> The Internship Proposal Form must be approved by your <i>course instructor</i> and the Internship Program. This form should contain an explanation of your learning goals.
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 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. Your course instructor and site supervisor will help you create and approve your learning contract for submission to the Internship Program.
REFLECTIONS	Due on a regular basis throughout the semester	<ul style="list-style-type: none"> Reflections contain observations and analyses regarding workplace issues and activities. They contain your insights and lessons learned about your internship experiences. You will need to submit at least four reflections throughout the semester to your course instructor via the Internship Reflection form. Each form will contain one reflection. Reflections can be multi-media based. You can also conduct an informational interview for one or two of your reflections. Here are some guiding elements for your internship 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) / changes or realizations 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	<ul style="list-style-type: none"> Discuss your projects and overall internship performance with your site supervisor to determine your strengths and your areas of opportunities. Discuss your internship with your course instructor to determine progress on your originally stated goals. File an Internship Mid-Term Progress Report indicating progress on your internship learning goals.

INTERNSHIP FORMS	DUE	FORM DESCRIPTION
FINAL PROJECT	End of Semester	<p>Final Project Options:</p> <ul style="list-style-type: none"> • Extended Essay, 6-7 pages: Submit through the Internship Final Project form. Describe an aspect of your work experience that links with your course topics (choose one topic and try to build a focused argument). • Integrate internship topic into the course’s final paper. 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. • Creative Work + 3-page Essay (length and topic TBD with course instructor): Students can create a play, short story, multi-media projects, strategic plans, etc. with explanations and lessons learned. Submit the creative work through the Internship Final Project form.
Performance Evaluation	One week before the end of classes	<ul style="list-style-type: none"> • Your site supervisor evaluates your workplace goals, strengths, and opportunities for improvement. Fill out your portion of the form online and submit the Performance Evaluation Request form to your site supervisor. • 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"> ✓ work performance ✓ successful implementation of your learning goals ✓ analytical quality of your reflections ✓ ability to plan due-dates and submit reflections throughout the semester ✓ progress report ✓ final project

- You may access all [Internship Forms](#) from our Gallatin Internship Website.
- 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](#).

FOR FURTHER INFORMATION REGARDING YOUR INTERNSHIP CONTACT PROGRAM DIRECTORS

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