

To successfully complete an internship students will need to fulfill a set of requirements, which are due to the Gallatin Adviser throughout the semester. For summer internships, due dates may vary depending on the start and end date of the internship. Please refer to the chart below for a timeline of responsibilities. 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 earlier	<ul style="list-style-type: none"> The Internship Proposal Form must be approved by the Gallatin Advisor and the Internship Program. This form should contain an explanation of the student's learning goals and how they align with the proposed internship. 				
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, strategies and activities that support the learning objectives, and how internship work will be evaluated. Both Gallatin advisers and site supervisors will approve the 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 critical observations regarding workplace issues and activities. They can be multi-media based. Each reflection is to be submitted through an Internship Reflection Form. The required number of reflections depend on the number of internship credits: <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th>1-2 credit internships</th> <th>3-4 credit internships</th> </tr> </thead> <tbody> <tr> <td>3-4 reflections throughout the semester</td> <td>5-7 reflections throughout the semester</td> </tr> </tbody> </table> Students are encouraged to use the guide below to develop reflections: <ul style="list-style-type: none"> Description: <ul style="list-style-type: none"> Description of project, activity, or experience Problems encountered Analysis: <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) Forward Thinking: <ul style="list-style-type: none"> How you plan to apply what you learned in the future 	1-2 credit internships	3-4 credit internships	3-4 reflections throughout the semester	5-7 reflections throughout the semester
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3-4 reflections throughout the semester	5-7 reflections throughout the semester					
PROGRESS REPORT	Middle of the semester	<ul style="list-style-type: none"> First, students discuss projects and overall internship performance with their site supervisor to determine their strengths and areas of opportunities. Then, students discuss their internship with the Gallatin Adviser to determine progress on their originally stated goals. Finally, students file an Internship Mid-Term Progress Report indicating progress on their performance and internship learning goals. 				

INTERNSHIP FORMS	DUE	FORM DESCRIPTION			
FINAL PROJECT	End of semester (determine details with your Gallatin Adviser)	FINAL PROJECT OPTION	PAGE LENGTH	CREDITS	SUGGESTED TOPICS, THEMES PLATFORMS
		Research Paper	10-14 pages	3-4 credits	Students may use a historical, sociological, or global lens for their paper
		Creative Work + 3-page Essay (option for arts students)	Number of pages TBD with Gallatin Adviser	Arts-oriented internships 1-4 credits	Students can create a play, short story, music score, sculptural piece, media arts piece, or market research plan.
		Extended Essay	6-7 pages	1-2 credits	The essay describes an aspect of the students' field or industry by focusing on a topic and building a focused argument.
Students submit a final project online on the Internship Final Project Form					
SUPERVISOR'S STUDENT EVALUATION FORM	One week before the end of classes	<ul style="list-style-type: none"> • Student fills out and submits a Performance Evaluation Form request. • The site supervisor evaluates the student's workplace goals, strengths, and opportunities for improvement. • Once the site supervisor completes and submits the form online, the Gallatin Adviser will receive the completed performance evaluation and will evaluate the student (with a Pass or Fail) based on the submission of each of the required academic and administrative components and evidence of the following elements: <ul style="list-style-type: none"> ✓ good work performance ✓ successful implementation of learning goals ✓ analytical quality of students' reflections ✓ ability to self-evaluate work through their progress report ✓ structural and analytical abilities in their final project and use of secondary sources 			

- 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 INTERNSHIPS CONTACT PROGRAM DIRECTORS

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