To successfully complete your internship you will need to fulfill a set of requirements, which are due to your Gallatin Adviser 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.

<table>
<thead>
<tr>
<th>Internship Forms</th>
<th>Due</th>
<th>Form Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPOSAL</td>
<td>First week of classes or earlier</td>
<td>• The Internship Proposal Form must be approved by your Gallatin Advisor and the Internship Program. This form should contain an explanation of your academic and career goals and how they align with the proposed internship.</td>
</tr>
</tbody>
</table>
| LEARNING CONTRACT         | End of second week of internship work | • The Internship Learning Contract contains 4 components: A detailed description of your worksite responsibilities, learning objectives and activities, and how your activities will be evaluated.  
• Your Gallatin Adviser 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 | • Reflections contain observations and analyses regarding workplace issues and activities. They can be multi-media based.  
• Here are the required number of reflections according to your internship credits:

<table>
<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>
• Use the guide below to develop your reflections:

- Concrete Experience (doing / having an experience)
- Active Experimentation (planning / trying out what you have learned)
- Reflective Observation (reviewing / reflecting on the experience)
- Abstract Conceptualisation (concluding / learning from the experience)

| PROGRESS REPORT           | Middle of the semester           | • 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 Gallatin Adviser to determine progress on your originally stated goals.  
• File an Internship Mid-Term Progress Report indicating progress on your performance and internship learning goals. |
<table>
<thead>
<tr>
<th>INTERNSHIP FORMS</th>
<th>DUE</th>
<th>FORM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FINAL PROJECT</strong></td>
<td>End of semester (determine details with your Gallatin Adviser)</td>
<td></td>
</tr>
<tr>
<td><strong>FINAL PROJECT OPTION</strong></td>
<td>PAGE LENGTH</td>
<td>CREDITS</td>
</tr>
<tr>
<td>Research Paper</td>
<td>12-14 pages</td>
<td>3-4 credits</td>
</tr>
<tr>
<td>Creative Work + 3-page Essay (option for arts students)</td>
<td>Number of pages TBD with Gallatin Adviser</td>
<td>Arts-oriented internships 1-4 credits</td>
</tr>
<tr>
<td>Extended Essay</td>
<td>6-7 pages</td>
<td>1-2 credits</td>
</tr>
</tbody>
</table>
| **SUPERVISOR’S STUDENT EVALUATION FORM** | One week before the end of classes | • 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 form to your site supervisor.  
• Once your site supervisor completes and submits it online, your Gallatin Adviser will receive the completed performance evaluation and will evaluate you (with a Pass or Fail) based on the following elements:  
  ✓ work performance  
  ✓ successful implementation of your learning goals  
  ✓ analytical quality of your reflections  
  ✓ progress report  
  ✓ final project |

• For help creating your Internship Portfolio through Gallatin’s ePortfolio site, contact Educational Technology Team at: gallatin.edtech@nyu.edu or call 212.998.7328. Additionally, you may contact Jenny Kijowski at 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.

For further information regarding your internship contact Program Directors

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