

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.

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 Gallatin Adviser and the Internship Program. This form should contain an explanation of your academic and career 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 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	<ul style="list-style-type: none"> 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 border="1" data-bbox="657 1129 1565 1268"> <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: <div data-bbox="828 1356 1230 1680" data-label="Diagram"> <pre> graph TD CE[Concrete Experience (doing / having an experience)] --> RO[Reflective Observation (reviewing / reflecting on the experience)] RO --> AC[Abstract Conceptualisation (concluding / learning from the experience)] AC --> AE[Active Experimentation (planning / trying out what you have learned)] AE --> CE </pre> </div> 	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"> 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. 				

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	12-14 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, or media arts piece
		Extended Essay	6-7 pages	1-2 credits	Describe an aspect of your work experience and analyze its meaning (focus on one aspect and try to build a focused argument)
SUPERVISOR'S STUDENT EVALUATION FORM	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 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: <ul style="list-style-type: none"> ✓ 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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