To successfully complete a general internship, students will need to fulfill a set of requirements for Gallatin Advisers:

<table>
<thead>
<tr>
<th>Internship Requirement</th>
<th>Due</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>PROPOSAL</strong></td>
<td>First week of classes or earlier</td>
<td>• The <a href="#">Internship Proposal Form</a> must be approved by the Gallatin Advisor and the Internship Program. This form should contain an explanation of the student’s academic and career goals and how they align with the proposed internship.</td>
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</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 activities, and how activities will be evaluated.  
• Gallatin Advisers and site supervisors will help the student create and approve the learning contract for submission to the Internship Program. |
| **REFLECTIONS**        | Due on a regular basis throughout the semester | • Reflections contain critical observations regarding workplace issues and experiences. Students are encouraged to submit multi-media work (i.e. YouTube video, podcast, Prezi or PowerPoint Presentations).  
• Advisers are encouraged to provide general feedback on their students’ reflections.  
• Guiding elements for helping students organize a reflection assignment:  
  I. **Description:**  
  • Description of project or activity  
  • Skills learned  
  • Problems encountered  
  • Student’s expectations/goals: how and why they were, or were not, met  
  II. **Analysis:**  
  • How the student’s project or activity related to the organization’s mission  
  • What the student learned / changes they experienced  
  • Ethical considerations/issues  
  III. **Relationship to academic interests:**  
  • Relate Internship and lessons learned to student’s academic knowledge |

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<tr>
<th>1-2 credit internships</th>
<th>3-4 credit internships</th>
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<td>3-4 reflections to be submitted throughout the semester (up to 2 pages, double-spaced)</td>
<td>5-7 reflections to be submitted throughout the semester (up to 2 pages, double-spaced)</td>
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</table>
### Internship Requirement | Due | Description
--- | --- | ---
**Progress Report** | Mid semester (6-7 weeks into the semester) | • First, students can discuss projects and overall internship performance with their site supervisor to determine their strengths and areas of opportunities.  
• Then, students can 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.  

**Final Project** | End of semester (determine topic and details with 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 | Students describe an aspect of their work experience and analyze its meaning (best to concentrate on one topic and try to build a focused argument).  

**Supervisor’s Student Evaluation Form and Criteria for Grading** | 1-2 weeks before classes end | • Students fill out and submit 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.  
• The Adviser is encouraged to consider the following elements when grading the internship:  
  ✓ supervisor’s performance evaluation  
  ✓ implementation of learning goals  
  ✓ evidence of critical thinking in reflections and final project  
  ✓ evidence of planning and self-monitoring

• For students to apply for Gallatin’s Mike Bender Internship Award they may check the information on our website.  
• Students may also consider applying for the Wasserman Center Internship Grant.