

To successfully complete your internship, you will need to fulfill a set of requirements, which are due to your Gallatin Adviser throughout the semester. Please refer to the chart below for a timeline of your responsibilities and directions in fulfilling program requirements. All internship forms can be found online on our [Gallatin Website](#).

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. Please use the Internship Reflection form to upload your reflection or provide a link to a multi-media reflection. Please submit one form for each reflection. Here are the required number of reflections according to your 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> Use the guide below to develop your 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"> 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	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, 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)
Submit your final project online by using the Internship Final Project Form					
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 Request 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 			

- 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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