To complete your embedded internship successfully you will need to fulfill a set of requirements, which are due to your course instructor 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 course instructor and the Internship Program. This form should contain an explanation of your learning goals.</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 how they align to some course topics, and a general description of activities based on which you will be evaluated.  
• Your course instructor and site supervisor will help you create and approve your learning contract for submission to the Internship Office. |
| REFLECTIONS          | 4 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 (i.e. YouTube video, podcast, Prezi or PowerPoint Presentations) and will be turned in to your course instructor.  
• Guiding elements for helping you organize a reflection assignment:  
  I. Description:  
    • Description of project or activity  
    • Skills you learned  
    • Problems you encountered  
    • Your goals: how and why they were, or were not, met  
  II. Analysis:  
    • How your project or activity is related to the organization’s mission  
    • What you learned / changes you experienced  
    • Ethical considerations/issues  
  III. Relationship to academic interests:  
    • Relate Internship and lessons learned to your academic knowledge  
• You will need to submit at least four reflections throughout the semester to your course instructor via email. |
| PROGRESS REPORT      | Middle of 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 course instructor to determine progress on your originally stated goals.  
• File an Internship Mid-Term Progress Report indicating progress on your internship learning goals. |
### GALLATIN SCHOOL OF INDIVIDUALIZED STUDY
**EMBEDDED INTERNSHIP PROGRAM**

#### INTERNship Forms

<table>
<thead>
<tr>
<th><strong>Final Project</strong> (determine details with your course instructor)</th>
<th><strong>Due</strong></th>
<th><strong>Form Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Final Project Options</strong></td>
<td><strong>Length</strong></td>
<td><strong>Suggestions</strong></td>
</tr>
<tr>
<td>Extended Essay</td>
<td>6-7 pages</td>
<td>Describe an aspect of your work experience that links with your course topics (Choose one topic and try to build a focused argument)</td>
</tr>
<tr>
<td>Integrate internship topic into the course’s final paper</td>
<td>Extended pages integrated in the final paper for your course</td>
<td>This option involves extending the final paper for your course by about 6-7 pages; you will need to incorporate information, data, or research from the internship into your final paper. Discuss this option with your course instructor.</td>
</tr>
<tr>
<td>Creative Work + 3-page Essay (option for arts courses)</td>
<td>Number of pages TBD with course instructor</td>
<td>Students can create a play, short story, music score, sculptural piece, or media arts piece</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supervisor’s Student Evaluation Form</strong></th>
<th><strong>Due</strong></th>
<th><strong>Form Description</strong></th>
</tr>
</thead>
</table>
| 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 the evaluation and submits it online, your course instructor will receive the completed performance evaluation and will give you a letter grade 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 go to the Gallatin Internship Webpage and click on the Resources Tab.
- 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.

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**For Further Information Regarding Your Internship Contact Program Directors**

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