



# Academic Internship: Faculty Sponsor Approval Form

## FACULTY SPONSOR

Thank you for agreeing to sponsor a Clark student for academic internship credit. This means that the student will be required to meet with you regularly throughout the semester/internship in order for you to ensure academic validity and to evaluate the success of the internship from an academic perspective. Faculty sponsors must be full-time faculty members or part-time faculty members with department chair approval.

### Faculty Sponsor's Responsibilities:

- Co-develop an academic project for the internship with the student (see below).
- If the internship will count as a 5th course, or they would like to petition for a letter grade, ensure student submits a 5th course request to Academic Advising.
- If the student's CGPA is below 2.0, ensure the student submits a College Board petition to Academic Advising.
- Ensure the internship is taking place in the same semester for which the student is seeking credit.
- Meet with student regularly, at minimum bi-weekly during the applicable semester, to discuss internship and academic component progress.
- Communicate with AIP staff at [AIP@clarku.edu](mailto:AIP@clarku.edu) any concerns regarding student's progress on academic component.
- Evaluate and approve the student's academic component.
- Submit a credit/no credit grade at the end of the semester.

### Academic Component: General Expectations

*The academic component can take several forms, ranging from a number of short papers to a major research report to an artistic portfolio or videotape. For example, advertising interns often conduct mock ad campaigns, human services interns can present case studies, and brokerage interns can put together several mock portfolios, researching and evaluating the stocks chosen. A **weekly or bi-weekly journal or blog** should also be part of the academic component.*

*Although faculty typically assign a journal as one method of evaluation, a journal alone is not sufficient. There must be one or more additional projects/assignments that can be evaluated. Typically, a faculty sponsor will also assign an **8- to 10-page final research paper** for a one-credit internship. The amount of work required will depend on the number of credits undertaken. For example, a two-unit internship will require the academic component to be doubled.*

Name of student I am sponsoring for this academic internship: \_\_\_\_\_

Course Subject for academic credit (as agreed upon with student; i.e. PSYC, BIOL, GEOG, MGMT, etc.): \_\_\_\_\_

Semester of internship: \_\_\_\_\_

*By printing and signing my name below and returning this form, I agree to the expectations set forth above.*

Faculty Name: \_\_\_\_\_

Electronic Signature \_\_\_\_\_ Date: \_\_\_\_\_

*[Part-time faculty only: Department chair approval]* \_\_\_\_\_

Questions? For further assistance, please contact Career Connections Center at [AIP@clarku.edu](mailto:AIP@clarku.edu)