

- Check if applying for Journey Home Internship (3 credit minimum)
- Check if applying for Ascendium Internship (3 credit minimum)
- Other: _____



IAIA Internship Form (for credit)

Policy:

- Students may enroll in 1 – 6 credit hours per internship. Up to two internships may count toward graduation requirements. See below to determine number of credit hours.
- Internship credits do not count toward General Education requirements.
- Please complete all fields and submit the signed form to the Registrar.

Student's Name _____
 Mailing Address _____
 Email _____
 Phone _____
 Host Organization Name _____
 Contact Person/Site Supervisor _____
 Mailing Address _____
 Email _____
 Phone _____
 Fax _____

Semester _____ Year _____

Course Code Advisor Assigned: _____ Credit Hours _____

IAIA Instructor of Record Name & Contact Information _____

Description of work to be completed by student during internship, include any special projects:

Learning Goals: _____

Weekly Contact Hours: _____

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Academic Advisor Signature _____ Date _____

Academic Dean's Signature _____ Date _____

Site Supervisor Signature _____ Date _____

INTERNSHIP GUIDE

The student reports directly to the site supervisor throughout the internship just as a regular employee would. The student is responsible for his/her own transportation to and from the internship site. The campus instructor awards credit at the conclusion of the internship based on a report from the site supervisor that the student has satisfactorily completed the work stated above in this contract and fulfilled the required contact hours. Any addendum to this document specifying other items should be attached.

HOW TO DETERMINE NUMBER OF SEMESTER CREDIT HOURS:

- 1 credit = 40 hours** of work which is defined as direct contact time working on projects as assigned by the site supervisor at the internship site **and** five hours of reflection through a journal or other means as shared with the campus instructor.
- 2 credits = 80 hours** of direct contact time plus reflection.
- 3 credits = 120 hours** of direct contact time plus reflection.
- 4 credits = 160 hours** of direct contact time plus reflection.
- 5 credits = 200 hours** of direct contact time plus reflection.
- 6 credits = 240 hours** of direct contact time plus reflection.