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:

________________________________________________________________________

________________________________________________________________________
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.