Application Requirements

For internship credit approval there must be documentation and evidence demonstrating a linkage between learning and the internship experience. Documentation and evidence of learning will be determined through:

A. An Internship Description outlining the responsibilities and work component of the internship.
B. Development of a Learning Agreement outlining the learning goals and the academic responsibilities agreed upon by the student and faculty.
C. Eventual completion of 120 hours of on-site work.

Student Steps for Approval

1. Once an internship opportunity has been secured, written information about the internship site and a description of the internship must be completed as described on this application (page 2 -A) before start of the internship. Credit applications submitted once an internship is in progress will not be considered.

2. The internship (site) supervisor signs the application, agreeing to the terms of the internship. Terms include the internship responsibilities and deliverables, projected start and end date, amount of compensation, and other expectations set forth by Canisius College.

3. Obtain a faculty supervisor. Students generally ask faculty from their area of study to serve as their internship supervisor. Because faculty typically supervise internships on a voluntary basis, they are limited in how many students they can work with each semester. Therefore, it is recommended that you attempt to secure a faculty supervisor as soon as possible in the process. In order for the internship to be approved, a faculty member agrees to serve as a supervisor during the time of the internship. The faculty member also confirms student eligibility for earning internship credit and appropriateness of the internship relative to the student’s academic program.

4. Meet with the faculty supervisor to develop/review the Learning Agreement (page 2 –B). Student also provides to the faculty member the contact information for the internship site and site supervisor. The faculty supervisor signs the application.

5. Once steps 1-4 are completed, the department chair, associate/assistant dean, and the director of internships sign the internship application. (The chair will forward the form on for associate dean and director of internships signature approval.) Academic department designation, semester/year, and how the credit will be counted for the student’s GriffAudit (major versus free elective) should be clearly documented on the application form.

6. The director of internships in contact with the Office of Student Records will handle course credit registration.
A. Internship Job Description/Work Component
   (Completed by the student in consultation with the site supervisor)

It is important that the employer and student have a clear understanding of the intern’s role and requirements of the internship. This is best accomplished by meeting with your internship (site) supervisor to develop, or confirm previously developed expectations, responsibilities and activities.

In a separate document provide, provide the following information and attach to this application. (Note: Hand written documents will not be accepted.)

1. Description of the internship including the functions to be performed or project(s) assigned. This should also include specific training planned. If applicable, provide information which demonstrates exposure to other business units, access to leaders in the organization, or special built-in internship features.

2. Statement of the internship goals and objectives. In other words, as a result of the internship include what both the intern and employer plan to achieve.

B. Learning Agreement/ Academic Component
   (Completed by the student in consultation with faculty supervisor – faculty supervisor may provide a separate learning plan or syllabus)

In a separate document provide, the student should provide the following information and attach to this application. (Note: Hand written documents will not be accepted.)

1. A brief paragraph of how the internship relates to your academic program including specific learning goals. Learning goals can be content, skill, or career based. Here are some examples:

   • Content: I will demonstrate understanding of human resource management theories as they apply to a corporate HR department.
   • Skill: I will develop proficiency in Excel and financial statement analysis
   • Career: I will explore and evaluate career options in business management in a manufacturing setting.

2. Faculty Supervisor assigns the following:

   ✓ Student will (check all that apply):
   ____ Maintain journal/log or progress reports
   Specify frequency and format ____________________________
   ____ Complete a substantive paper which demonstrates the value of the internship or agreed upon topic. Submit paper and other appropriate material by (date) ______
   ____ Meet with faculty supervisor (explain) ________________________
   ____ Complete an evaluation of the internship by (date) ________________________
   ____ Other ______________________________________________________
   ____ Other ______________________________________________________
   ____ Other ______________________________________________________

(Attach additional pages if necessary)
Student Information

Student Name_______________________ ID#____________________
Address_______________________________________________________
Cell or Primary Phone_________________ Email __________________
Major __________ Minor ___________ Overall GPA ___________
Current Status:  Soph _____ Jr _____ Sr _____ MBA____
Completed # Credits_________ Have completed (#) _______ courses in major

Internship Site Information

Organization Name_____________________________________________________
Org. Website URL:_____________________________________________________
Location Address_____________________________________________________
Department of Internship_______________________________________________
Site Supervisor Name _______________ Supervisor Title____________________
Supervisor Phone ______________________ Email _________________________
Internship will begin on day/month/yr______________ and end ________________
Compensation: $_______________ per hour    OR    __________ Unpaid

Faculty Supervisor Information    (To be completed by faculty)

Faculty Name ___________________________ Department_____________________
Faculty Phone ___________________________ Email _________________________
Student registration is for_______ semester, year_______ Dept. _________ (MKT #, FIN #)
This internship will satisfy the following requirement:
___Free Elective   ___ Major/Minor Elective
Summary of Internship Expectations:

**Student**
I understand that in taking this internship, I am subject to compliance of site regulations and procedures established and communicated by the employer. This includes appropriate work conduct, dress code, punctuality, commitment to scheduled hours, and job responsibilities as outlined. Academic expectations have been communicated and I plan to complete assignments as agreed upon. At the close of the internship I will complete an evaluation of the internship experience.

**Employer**
I agree to create an educational, work related experience for the student as described elsewhere in this application. I also agree to comply with all federal and state regulations regarding hiring and management of employees, and workplace safety. Finally, I will provide student with feedback from time to time with regard to their job performance and to share this information with the student’s faculty supervisor if requested. I understand that if I have any questions or concerns regarding the student or the Canisius College internship program, I should contact the student’s faculty supervisor for assistance.

**Faculty**
In consultation with the student, I have developed learning goals and communicated academic requirements related to this internship. I will verify the intern’s status from time to time with the site supervisor. I will maintain contact with the student throughout the internship to assess progress with learning progress, and be willing to offer feedback and advice to the student or employer as needed. A grade will be assigned at the end of the internship.

I have read and understand the academic and work responsibilities that have been outlined. I agree to participate fully in this internship and abide by conditions stated.

**Signatures Required for Approval:**

1) Student_____________________________________________ Date _____________

2) Internship Supervisor________________________ Date_____________  
   (Employer)

3) Faculty Supervisor** ________________________________ Date ___________
   
   **Important: Please check one - Stipend Waived_____ Stipend Not Waived (requires dean’s approval) _____

4) Dept. Chair ________________________________ Date _____________

5) Associate Dean of Business________________________ Date _____________  
   Assistant Dean of Business (MBA)________________________ Date _____________

6) Director of Internships ______________________________ Date _____________