This form must be submitted for approval before or at the start of at least a 35 hour on-site internship placement. Otherwise, the experience may not satisfy the School’s requirement if deemed inappropriate.

Name:______________________________________ Email:__________________________ Phone:________________________________

Current Address:___________________________________ _____________________________________________________________

Internship Starting Date:___________________ Ending Date:_____________ Schedule (days, hours):___________________________

Supervisor’s Name and Title:______________________________________________________________

Firm/Agency Name:__________________________________ __________________ Phone:__________________________ ________

Firm/Agency Address:__________________________________________ _____________________________________________

Internship Project Description: (Be as detailed as possible; attach extra sheets if needed)

Rationale: (How does this work experience fit into your overall academic program?)

Learning: (What do you expect to learn from this experience?)

Leadership Skills: (What leadership skills do you expect to develop or practice during this experience?)

I agree to intern at least 35 hours between the dates of ________ and _________ at the firm/agency listed above.
I also agree to meet the academic and learning requirements listed on the back of this agreement.

_________________________________________________________ Date __________________________
Student Signature Date Supervisor Signature Date

Stephen Matyas, WSOM Director of Internship Program Date __________
Email: sematyas@syr.edu
Fax: 315-443-9612

http://whitman.syr.edu/undergrad/csip
Deliverables should be submitted together in a folder or binder to the Undergraduate Office in WSOM 215. These materials should be turned in within a month after completion of the internship experience.

1) Portfolio of materials about the internship/organization and examples of work produced.
   a) Promotional materials about the organization (i.e. brochures).
   b) Training materials.
   c) Profile or interview of immediate management that you worked with at the organization.
   d) Newspaper/magazine articles about the organization.
   e) Examples of material you produced on the job (spreadsheets, reports, presentations, etc.).

2) Journal with an appropriate amount of daily/weekly entries listing both activities and reflections and their impact. Five entries (at least a half page each) is considered a minimum.
   a) Daily/weekly record of tasks worked on.
   b) How did your education at WSOM fit in the day’s/week’s tasks?
   c) What did you learn from the day’s/week’s tasks?
   d) Reflection at the end of the day/week.

3) Paper of at least 10 pages (double spaced) describing the agency and three or more defining experiences.
   a) Describe the organization, where you performed your internship including its industry, mission, size, its products, the organizational culture, history, etc.
   b) How did you get the internship?
   c) Who trained or oriented you?
   d) What activities/responsibilities did you perform?
   e) How did your responsibilities relate to your major?
   f) Describe 3-5 defining moments in your internship.
   g) How would you recommend the organization to others? Would you like to work there after graduation?
   h) Do you think required internships are a good idea for WSOM students? Why or why not?