



Center for International & Experiential Education
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UNIV 297: Registration and Participation Guidelines

UNIV 297 is a 0-credit, pass/fail arrangement that appears on the student's University transcript as an enrolled course. In addition to working as a full-time intern, participants work closely with a faculty sponsor who assists the in developing and implementing an academic context for the internship experience. A non-refundable registration fee of **\$300** will be billed to the student's account.

Enrollment in UNIV 297 is intended for those students who have established an intern position with a host organization, and who wish to actively link this internship with their academic program at DePauw by developing an academic component to the internship. The student is solely responsible for identifying and securing the internship; furthermore, it is the student's duty to solicit the assistance of a willing faculty member to serve as the sponsor of the internship.

Though UNIV 297 is a does *not* earn credit toward graduation, there are academic expectations that must be completed in order to receive recognition for participation. Students are not awarded a passing grade simply for completing the internship; participants are required to develop and complete an academic component relevant to the internship with the help of a faculty sponsor.

*DePauw encourages engagement in professional work settings to complement on-campus academic programs; however, enrollment in UNIV 297 is not appropriate for all situations, and will be accordingly reserved.

Registration for UNIV 297 is coordinated through the Center for International & Experiential Education (CIEE) in the Durham House, 309 E. Seminary Street. The CIEE is able to *receive* faxes on behalf of students, but cannot *send* them. To send faxes, students should inquire in the mailroom at the UB, for use of the public fax machine.

The following are considered pre-requisites for participation in UNIV 297:

- An offer of employment for a full-time internship (~35 hrs/wk, and ultimately accounting for a minimum of 200 hours, or six weeks).
- Agreement by faculty sponsor to assist in the development and implementation of learning objectives during the internship.
- Completed application material, including:
 - Registration Form (with "Statement of Intent" attached)
 - Host Confirmation Form
 - Code of Conduct Form
 - Liability Release and Medical Authorization Form
 - Resume
- The development of a "Learning Contract" with the faculty sponsor (details below); due to the CIEE prior to the first day of the internship.

To be eligible for UNIV 297, the internship placement cannot violate either of the following conditions:

- The student cannot work directly for or with a relative (father, mother, sibling, etc.).
- The internship cannot duplicate a past experience.

The internship may be paid.

*International internships may require proof of immunization for regional illnesses. Please consult the CIEE for related forms and additional information. Additionally, two copies of the passport issuance (photo) page will be required.



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Getting Started

The internship itself is in no way offered or guaranteed by DePauw: it is the student's responsibility to negotiate and secure the internship placement by way of personal outreach and networking. Students are encouraged to utilize alumni contacts as made available through the Career Services Center (CSC, located in Harrison Hall), or by any other means they choose. Furthermore, students should consult the CSC staff at any point during the internship search process, for advice about potential contacts, business communication etiquette, résumé writing, and interview skills.

Registration Material and Faculty Sponsor

Once an internship is secured, the student should complete and submit all registration material, including:

- Registration Form (with attached "Statement of Intent")
- Host Confirmation Form (to be completed by the internship host supervisor)
- Code of Conduct Form
- Liability Release and Medical Authorization Form (requires a parent's signature)
- Resume

Registration material is available at the CIEE or online from the UNIV 297 webpage, and is due no later than, **May 1, 2009** to the CIEE.

At this time, too, the student should arrange sponsorship for the internship by a member of the faculty. Primary duties related to sponsoring a summer intern include:

- General advising on professional behavior
- The development of a supportive and relevant academic context for the internship, including preparatory assignments (if appropriate) and supplementary reading throughout the internship
- Willingness to contact the host organization periodically during the summer months
- Commitment to evaluating the student experience at the conclusion of the internship

Faculty members are *not* required to have academic obligations during the summer; please be considerate of their time when asking for their assistance with sponsoring duties. Furthermore, it is important to communicate to the sponsor *what* the internship will consist of, *why* it is being pursued, and *how* it enhances the student's academic program at DePauw.

Learning Contract

After completing all registration material and arranging a faculty sponsor for the internship, the student should begin drafting a "Learning Contract". The purpose of this 2-3 page document is to explain – in direct, descriptive language – WHO is offering the internship and WHERE/WHEN it will take place, WHAT the nature of the work will be while on-site, WHY the internship is thought to be valuable (list specific goals and objectives for the experience), and HOW the internship will be evaluated by the faculty sponsor (list assignments – journals, reports, portfolios, readings, etc. -- and associated due dates).

The Learning Contract must reflect mutual understanding among student and faculty sponsor about all aspects of the internship and related academic assignments. Several drafts will likely be necessary to produce a final version. Three copies of the final document should be printed and signed by both student and faculty sponsor; one copy must be submitted to the CIEE prior to the first day of the internship, and one copy should be retained by the student and faculty sponsor, respectively.

Internship

According to (but not limited by) the *Internship Code of Conduct*, interns are required to demonstrate professional behavior on a consistent basis throughout the internship. Hosts are encouraged to provide performance updates for their interns to DePauw faculty sponsors, accounting for general aptitude, behavior, and progress to date. The grade you receive will be impacted by this type of feedback.



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Participants in UNIV 297 are expected to arrive on-time for every scheduled workday during the internship. In the event of illness or emergency, the student must inform both the host supervisor and the faculty sponsor in advance of your absence from work (when possible). Any vacation time should pre-approved by your host supervisor, before making commitments.

It is expected that the student complete all academic assignments specified in the Learning Contract *in addition to job-related work as an intern*. It is the student's responsibility to follow through with all academic obligations as required by the faculty sponsor to receive a *satisfactory* mark in this course.

Evaluation

Before concluding the internship, the student is responsible for arranging an "exit interview" with the host supervisor for the purpose of receiving constructive feedback on job-performance during the internship. The "Intern Performance Evaluation Form" must be completed at this time.

After completing the internship, the student is responsible for submitting all owed assignments (journals, portfolios, reports, etc.) to the faculty sponsor according to a timeline specified in the Learning Contract. Participation in UNIV 297 will be evaluated on a *satisfactory (S)/unsatisfactory (U)* basis, as determined by internship performance (reported in part by host supervisor) and acceptable completion of related academic assignments.

*Final materials for internships (reports, portfolios, etc.) will be due to the faculty sponsor **no later than Friday, August 28, 2009**.

Special Instructions for International Students

All students who are *not* legal permanent residents (citizens) of the United States, and who wish to be employed within the U.S. as summer interns **must** enroll in UNIV 297 to complete *Curricular Practical Training (CPT)* or *Academic Training (AT)* requirements. Please access and print the CPT Registration form available from the UNIV 297 webpage, and schedule an appointment to meet with Ms. Aliza Frame (ext. 4368, or alizaframe@depauw.edu), Assistant Director for the CIEE, to finalize CPT/AT registration.