



Kutztown University of Pennsylvania | Honors Program

Honors Internship Form

Please see reverse side of this form for definitions and details.

****There are TWO documents (this form and the Learning Contract that you create) that need to be turned in in order for your Internship Contract to be reviewed by the Honors Director.****

Student Instructions:

1. The semester *before* you are to complete the Internship:
 - a. Review sample Learning Contracts (can be found in Honors Hall).
 - b. Meet with the professor, create the learning contract with the professor's approval.
 - c. Submit this completed form and your professor-approved Learning Contract to the Honors Program Office.
2. The completed form and Learning Contract must be submitted to the Honors Program Office by the last day of registration the semester before the contract will start unless other arrangements have been made with the Honors Program Office.
3. A maximum of three (3) credits shall be earned for internship.

Professor Instructions:

Please sign below if the learning contract meets your approval. If the contract does not receive your approval, please have the student revise the contract.

Basic Information:

Student Name: _____ Date: _____
 KU Email: _____ Anticipated Graduation Date: _____
 Course Professor: _____ Department: _____
 Course Prefix, Number, Section: _____ Semester/Year: _____
 Course Title: _____ Credits (max. 3): _____

Approval of Learning Contract:

Contract Approved by:

Student (Signature/Date): _____

Course Professor (Signature/Date): _____

Honors Director (Signature/Date): _____

On-Site Internship Supervisor (Signature/Date): _____

Contract Complete:

Honors Program Director Signature: _____

Date Completed: _____ Grade Assigned: _____

Definition of Terms

What is an “Honors Internship Contract”? Honors students enroll in a regular course through the normal advising process. The difference is that they negotiate a separate **Learning Contract** with the professor. The Honors Internship is a chance for honors students to explore their Capstone interests in depth within an internship. The student must follow their departments’ guidelines and criteria for taking an internship.

Learning Contract: The contract is a substantial piece of student work in itself. It involves careful thought about outcomes and methods. Students will use this learning contract to begin approaching their capstone project in some way, whether by providing context, knowledge, or skills that may eventually be used for the Capstone. They may also use the learning contract to explore possible ideas for the Capstone project, to develop their Capstone project proposal, and to develop a working relationship with their Capstone Advisor.

For an internship to be counted as an Honors internship, the student must demonstrate in the Learning Contract the ways in which the internship connects to the student’s proposed or actual Capstone in terms of content, process and product. Therefore, the Honors internship Learning Contract must include the following:

- **Prior to beginning the Internship:** Describe the parameters and responsibilities of the internship. How do these parameters and responsibilities align with the parameters of your Capstone Project? What do you want to learn during your internship that relates to your Capstone Project? How do you anticipate using this Internship experience in the development of your Capstone Project? What are the specific experiential learning opportunities provided in this internship? How do you anticipate incorporating experiential learning in your Capstone Project?
- **Upon completion of the Internship:** Reflect on what you proposed in your Learning Contract. Submit a written self-evaluation of your Learning Contract. Were you able to achieve what you proposed? What occurred during your Internship that assisted or prevented you from achieving what you proposed? What is the greatest learning outcome from your Honors Internship? Submit your completed self-evaluation to the Honors Program Secretary by the last day of the classes of the semester or session the Internship was completed.

Required Format: The format of the Learning Contract depends on the field. A chemistry learning contract will look far different from a theater contract.

Internship Contract Approved by Student: The primary author of this document is the student. The document needs to name a goal that the student wishes to achieve. By signing this, you are stating your interest in this project, and committing to achieve it.

Internship Contract Approved by Course Professor: Supervising your learning contract needs to be a job the professor wishes to do. Professors: Please approve the contract if it seems doable, worthwhile, and interesting. The contract may involve the student doing all the normal work of the course, plus additional enrichment, or it may involve the student doing work that substitutes for some or all of the normal work for the class.

Internship Contract Approved by Internship Supervisor: The student will take the Honors contract form and the Learning Contract detailing the “Honors worthy” work to the Internship supervisor for approval.

Internship Contract Approved by Honors Director: The proposal will be approved if it names significant, specific, and achievable outcomes, a connection to Capstone research or creative processes, and a realistic plan to achieve them.

Internship Contract Fulfilled - Course Professor: At the beginning of each semester a copy of the contract will be sent to each Internship professor for their records. At the end of each semester a grade request form will be sent to each Internship professor asking if the contract was completed satisfactorily and what grade was received. Any grade below a B is not accepted for Honors credit.

Contract Fulfilled – Honors Director: The Honors Director must certify that the student has fulfilled the requirements by approving and signing the Internship Contract form.