

## Internship Program

[internships@las.uic.edu](mailto:internships@las.uic.edu)

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UH 521  
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### ~LAS 289 Internship Proposal~

This proposal is the first step toward approval of an elective credit based internship. The proposal must typed, fully completed on-line, signed and returned to the LAS Internship Program office for approval. Once the proposal is accepted then you will be able to register for LAS 289.

Name \_\_\_\_\_ UIN: \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### I. THE INTERNSHIP

I will be working at \_\_\_\_\_  
as a/an \_\_\_\_\_ Intern during the \_\_\_\_\_ semester/ \_\_\_\_\_ year.

#### II. RESPONSIBILITIES

#### III. APPLICABILITY TO MAJOR AND/OR CAREER GOALS.

Explain how this internship relates to your major and/or career goals.

#### IV. ACADEMIC RECORD (check one)

Status: Sophomore (45-59 cr. hrs.) - Junior (60-89 cr. hrs.) - Senior (90+ cr. hrs.)

Major(s):

Minor(s):

Courses that relate to the internship:

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## V. TIME INVOLVED

The internship will begin on \_\_\_\_\_ and end on \_\_\_\_\_ (beginning and ending dates.) During this time I will be working \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks.

## VI. CREDITS (check one)

I would like to earn 1      2      or 3      elective credits. (check one)

*These credits are considered "independent study" and are subject to all the limitations thereof.*

- I acknowledge that I must intern a minimum of 60 hours for each credit hour earned.  
(Example: for 3 elective credit hours I will intern for a minimum of 180 hours.)

## VII. EXPECTED INCOME (check one)

- This internship is unpaid.\*\*
- This internship is paid and I will be earning \$ \_\_\_\_\_ an hour.\*\*
- I will earn a stipend for this internship in the amount of \$ \_\_\_\_\_.

**\*\*According to federal law, if you are interning at a for-profit business/organization you must either be paid or earn graduation credit.**

## VIII. SUPERVISION AND EVALUATION

Company/Organization's Name \_\_\_\_\_  
Company/Organization's Address \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_  
Supervisor's Title \_\_\_\_\_  
Supervisor's Phone \_\_\_\_\_  
Supervisor's Email \_\_\_\_\_

During the internship I will:

- Submit, *with my supervisor*, four (4) Work-Learning Objectives,
- Complete, *with my supervisor*, a final evaluation and return the form before the end of the semester,
- Submit three (3) monthly reports,
- Attend three (3) scheduled internship seminars with the LAS Internship Program, and
- Write a reflection paper at the end of my internship critiquing my own performance.

Student \_\_\_\_\_ date \_\_\_\_\_

Internship Program Approval \_\_\_\_\_ date \_\_\_\_\_