

# STONY BROOK UNIVERSITY EXT INTERNSHIP PROGRAM

## 2011 Participation Agreement

### The Academic Internship

An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Eligible students may earn academic credit and the work/learning arrangement is overseen by a faculty sponsor. The internship is usually the length or equivalent of an academic term, usually part-time, and either paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection based on pre-determined learning objectives.

### Your Partners in the Academic Internship

**SITE SUPERVISOR:** Your direct supervisor will provide a position description that outlines your responsibilities and expectations for work performance, and will provide training, mentoring, and supervision of your work on site. Your supervisor will complete a midterm and final evaluation of your work performance.

**FACULTY SPONSOR:** Any SBU faculty member who believes your internship is worthy of academic credit and is willing to work with you throughout the semester. S/he will approve your learning goals and assign academic work deemed necessary to help you reach your goals. S/he will read your weekly reflection journals and other academic work. You must obtain your own faculty sponsor.

**CAREER CENTER:** EXT is administered by the Career Center, which serves as the central repository for reporting and documentation, offers the Internship Orientation and Debrief sessions, distributes evaluations and serves as a resource to faculty and site supervisors for best practices. The Career Center is also a resource for students; each EXT intern is assigned a Career Center liaison who monitors the experience and is available for consultation regarding any aspect of the internship experience. The office also assesses the professional learning outcomes expected of all EXT interns, regardless of site or position description.

These partners will assess your experience and recommend your final grade, limited to S/U.

## Eligibility Requirements

- A minimum overall GPA of 2.5 and completion of at least one semester at Stony Brook University.
- For EXT 288: Completion of DEC A
- For EXT 488: Completion of 57 credits prior to start of internship.

**\*Transfer students** must meet with an Academic Advisor for a degree progress review. Your academic advisor will confirm that you meet eligibility requirements and will discuss with you how the internship contributes to your degree progress.

**\*Joint degree applicants** must discuss with faculty in both your UG and GR departments to determine how the credit will count.

## Registering for Credit

1. Meet with your faculty sponsor to discuss your learning objectives, confirm the # of credits to be earned and the sponsor's expectations for academic work required for a grade.

*Typical time commitment: 4 hours/week = 1 credit; 8 hours = 2 cr; 12 hours = 3 cr  
The faculty sponsor and the Career Center decide the credit value of an EXT internship.  
Spending more than twelve hours in an internship does NOT guarantee additional credit.*

2. Have your faculty sponsor sign the back of this Participation Agreement.
3. Return this Agreement and a detailed position description to the Career Center. You will then receive permission to enroll.
4. Register for your EXT course on SOLAR.

## Internship Requirements

### BEGINNING OF THE SEMESTER:

- Report your internship in ZebraNet, using the "report-a-hire" form.  
*Access ZebraNet via the Career Center website: [www.stonybrook.edu/career](http://www.stonybrook.edu/career) using NetID and password.*
- Attend a one-hour EXT INTERNSHIP ORIENTATION session at the beginning of the term.
- Gather signatures on this Agreement Form from your faculty sponsor and site supervisor and return the form to the Career Center with a copy of your position description.

### DURING THE SEMESTER:

- Complete assignments as per EXT syllabus by deadlines posted on Blackboard.
- Return midterm and final evaluations to the Career Center by stated deadlines.

### END OF THE SEMESTER:

- Complete an online Site Evaluation.
- Update your resume to reflect your new experiences and upload to ZebraNet.
- Attend a one-hour EXT INTERNSHIP DEBRIEFING session.

## Waiver of Liability

I, \_\_\_\_\_, whose signature and home address are set  
(print your full name)

forth below, voluntarily agree to participate in an optional internship with:

ORGANIZATION: \_\_\_\_\_

DEPT/ DIVISION: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SEMESTER & YEAR: \_\_\_\_\_

CHECK ONE:  NEW: This is my first time doing this internship.  
 RETURNING: I am returning to the same organization and department.

I understand that I am participating in this internship at my own risk. Chronic lateness or behavior disrupting the internship site may result in an Unsatisfactory grade.

I assume and accept, and waive all claims of liability for, all risk of bodily injury and damage or loss to my property which may arise out of my participation in this internship. I agree to be responsible for any necessary medical treatment I may incur.

Participation in this internship is an independent action on my part and as such, I release and hold harmless Stony Brook University, its trustees, officers, employees, agents and representatives from liability.

I confirm that I am at least 18 years of age. I understand that this is a legal agreement which is binding on me, and I am agreeing to it voluntarily.

STUDENT FULL NAME: \_\_\_\_\_ SBU ID#: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL / LOCAL PH: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Approvals / Signatures for EXT Internship

\_\_\_\_\_  
(print your full name here)

Students are expected to devote a semester to an internship for credit. Internships beginning in September are expected to end by the last day of classes in December. Internships starting in January should end by the last day of classes in May. Summer interns follow dates of Summer Sessions I & II, but students will not receive grades until the end of Summer II.

OBTAIN SIGNATURES & RETURN FORM to the Career Center (W-0550 Library—Fax: 631-632-9146)

**COMPANY NAME:** \_\_\_\_\_

DIVISION/DEPT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DATES of INTERNSHIP: \_\_\_\_\_

CHOOSE: \_\_\_ONE TERM: This is a one-semester internship. \_\_\_TWO TERMS: A two-semester internship.

### SITE

**SUPERVISOR:** \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ DATE: \_\_\_\_\_

**FACULTY SPONSOR:** \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ ZIP +4: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

COURSE (CIRCLE): EXT 288 or EXT 488

SEMESTER: \_\_\_\_\_ # CREDITS per term: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ DATE: \_\_\_\_\_

EXT INTERNSHIP PROGRAM PACKET p 4 of 4

*Below this line for SB Career Center staff only:*

Rec'd by Career Center \_\_\_\_\_  
 Position description on file

Placement reported in ZebraNet  
 Processed for SOLAR \_\_\_\_\_