



**NEW YORK UNIVERSITY  
COLLEGE OF ARTS AND SCIENCE**

## Internship Seminar (NODEP-UA 980)

### *Course Description and Eligibility Requirements*

The College of Arts and Sciences offers a college-wide Internship Seminar for students engaged in unpaid internships in non-profit and governmental agencies and in for-profit companies. The Internship Seminar is a 2-credit course (graded) designed to be taken in conjunction with a 2-credit fieldwork course (pass/fail). The Internship Seminar facilitates a reflective and analytical approach to experiential learning by encouraging students to compare their practical experience with theory and policy in related fields. Students keep field journals and write papers that explore various aspects of their agency and related issues. Students receive 4 credits for successfully completing the program: 2 credits for the internship fieldwork and 2 credits for the seminar.

In order to be eligible to enroll in the 2-credit seminar and 2-credit fieldwork, the student must be engaged in an unpaid internship that consists of 8-15 hours per week of meaningful, supervised work. Moreover, **the internship needs to fall outside of the purview of the student's major and minor areas of study.** Internships vary but should involve substantial areas of responsibility and specific projects, appropriate to students' backgrounds and skills. (That means that no more than 25% of the work can be clerical or menial in nature.) **Please note that students cannot receive fieldwork credit for their internships without also being enrolled in the Internship Seminar.**

Students who wish to be considered for enrollment in the Internship Seminar and Fieldwork must have secured an internship and must also complete and submit to the instructor an Internship Planning Form and Agency Placement Form. Students should forward all completed forms to Professor Laurel George at [lbg2@nyu.edu](mailto:lbg2@nyu.edu) **before the start of the fall or spring semester.** There is limited availability, so students should secure their internships as soon as possible.

For more information, and to obtain the necessary forms, please contact a CAS Academic Advisor in the CAS Advising Center, Silver 905, or the Preprofessional Advising Center, Silver 901.



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**INTERNSHIP PLANNING FORM**

*This planning form is designed to help you begin to think systematically about what it is you want to learn and accomplish from your internship. Please carefully read the Course Description and Eligibility Requirements Form first. Save this form as: IPF.LastName.FirstName.Date (IPF.Doe.Jane.040411) and email this, along with a resume, to the instructor of the CAS Internship Seminar, Professor Laurel George (lbg2@nyu.edu). Students must finalize their internship placements prior to the start of the semester.*

<b>Name:</b>		<b>NYU ID#:</b>	<b>N</b>
<b>Local Address:</b>			
<b>Local Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>			
<b>Major(s):</b>		<b>Minor(s):</b>	
<b>Expected Graduation Date (Semester &amp; Year):</b>		<b>Today's Date:</b>	
<b>Summer/Winter Break Contact info:</b>			
<b>Date leaving NYC for Summer/Winter Break:</b>			

**1. Why are you interested in an internship? What would you like to learn?**

**2. What are your academic interests? What courses have you taken (in your major or elsewhere) that relate to your internship interests?**

**3. What are your career goals? How does this internship relate to your academic and career goals?**

**4. What do you feel you can offer to an internship? (Include any special skills.)**

**5. What would you like to do at your internship? What specific skills would you like to develop?**

**6. List your placement agency's name and include a brief description of the kind of work you expect to be doing. Please note that placements must be approved by your academic advisor and the instructor of the Internship Seminar.**

**7. Please also submit a resume, along with this form, to the CAS seminar instructor.**



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**INTERNSHIP AGENCY PLACEMENT FORM**

TO BE COMPLETED BY THE STUDENT'S ON-SITE SUPERVISOR

<b>Sponsoring Organization:</b>			
<b>Street Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Website:</b>			

1. Description of sponsoring organization : (Feel free to send relevant literature)
2. Type of organization:
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Municipal <input type="checkbox"/> State Govt. <input type="checkbox"/> Federal Govt.
3. Related specialization areas or social/public policy issues of internship agency:
4. Placement supervisor:
A. _____. Will this be the intern's on-site supervisor? ( <input type="checkbox"/> Yes/ <input type="checkbox"/> No) Email: _____
B. _____. Will this be the intern's on-site supervisor? ( <input type="checkbox"/> Yes/ <input type="checkbox"/> No) Email: _____

