Internship Seminar (NODEP-UA 981)

Course Description and Eligibility Requirements

The College of Arts and Science 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 4-credit course (graded) designed to facilitate 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.

In order to be eligible to enroll in the 4-credit seminar, the student must be engaged in an 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.)

Students who wish to be considered for enrollment in the Internship Seminar 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 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.
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.

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Summer/Winter Break Contact info:

Date leaving NYC for Summer/Winter Break:
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<tr>
<td>1.</td>
<td>Why are you interested in an internship? What would you like to learn?</td>
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<td>2.</td>
<td>What are your academic interests? What courses have you taken (in your major or elsewhere) that relate to your internship interests?</td>
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<td>3.</td>
<td>What are your career goals? How does this internship relate to your academic and career goals?</td>
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<td>4.</td>
<td>What do you feel you can offer to an internship? (Include any special skills.)</td>
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<td>5.</td>
<td>What would you like to do at your internship? What specific skills would you like to develop?</td>
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<td>6.</td>
<td>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.</td>
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<td>7.</td>
<td>Please also submit a resume, along with this form, to the CAS seminar instructor.</td>
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### Sponsoring Organization:

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1. **Description of sponsoring organization:**
   (Feel free to send relevant literature)

2. **Type of organization:**
   - □ Non-Profit  □ For-Profit  □ Municipal
   - □ State Govt.  □ 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? (□ Yes / □ No)
     Email: ________________________________.
   - B. ________________________________.
     Will this be the intern’s on-site supervisor? (□ Yes / □ No)
     Email: ________________________________.

5. **Internship position title:**
6. Major job skill categories (check all that apply):

- Policy
- Research
- Administration
- Management
- Writing
- Human Services (e.g., working directly with public or clients)
- Other (please specify):

7. What skills do you require?

8. What skills/experience will the intern gain? (Job skills as well as knowledge of issues, social needs, and public policy areas)

9. **Responsibilities of the intern**: please attach a detailed description of projects the intern will undertake and a description of the organization’s internship program. n.b.: Placements in which the intern performs the work of paid employees are not eligible for academic credit.

10. Internship available:

- Spring
- Fall

11. Minimum & maximum hours per week:

12. Preferred Days & Times (check all that apply):

- M
- T
- W
- Th
- F
- S
- Su
- Morning
- Afternoon
- Evening

13. What is the application process? (include link to online application if available)

**Interns need to finalize placements prior to the start of the semester.**

Below, please provide any additional comments/information and return this form to: Laurel George, lbg2@nyu.edu