



**COLORADO  
COLLEGE**

**Career Center**

(719) 389-6893

14 E. Cache La Poudre St.  
Colorado Springs, CO 80903

## **General Studies: Internship Adjunct**

***Email Andrea Culp, [aculp@ColoradoCollege.edu](mailto:aculp@ColoradoCollege.edu), with your interest to begin the process. You will then be added to the Canvas course to begin all necessary requirements to enroll in the course.***

The GS: Internship Adjunct provides students with a significant learning experience outside the classroom setting, usually being placed with a company, non-profit or community-based organization. The internship represents an educational strategy that links classroom learning with the application of knowledge in an applied work setting. Students participate in an internship for at least four weeks and no less than 40 hours of supervised work. The General Studies: Internship Adjunct is taken under the pass/fail grading option. Only 1/2 unit total credit (two - 1/4 unit internships) may count toward the degree. The GS: Internship Adjunct does not meet divisional distribution requirements. Prerequisite: Sophomore, Junior or Senior status.

### **Procedure for enrolling in General Studies: Internship Adjunct**

- The student may meet with a Career Center team member for assistance in locating opportunities or to seek advice regarding the proposal for an internship placement. The internship must last **at least four weeks** and involve a **minimum of 40 hours** of supervised work.
- If you are an international student, please begin this process by discussing your internship with International Student and Scholar Services (ISSS). They will help with any additional expectations necessary in order for you to gain work authorization for your internship.
- Students should contact Andrea Culp ([aculp@ColoradoCollege.edu](mailto:aculp@ColoradoCollege.edu)) to express interest in the adjunct. They will be added to the Canvas course in order to proceed with the following steps.
- The student must submit a **proposal** (form provided in Canvas) outlining the nature of the anticipated internship, location, duties, special projects, hours per day and week, name and title of the supervisor who will assign tasks and duties and evaluate the student's work at the end of the internship.
- The student will submit a **risk release** (form provided in Canvas) prior to the start of the internship.

- With approved completion of these documents, the student will be considered “enrolled” in the course and will be accepted to complete all expectations for the internship adjunct even if the course does not yet appear on the student’s schedule of courses.

***During the internship and upon completion:***

- The student must write a **reflective journal** recording their work, the contributions they have made to the workplace, and their reflections on the internship as it relates to their academic plan. The student must also **track hours worked** in order to prove they have met the minimum 4 weeks and 40 hours at their internship site. The journal and log of hours may be completed in the same document or in two separate documents. Examples are available in Canvas, but the format and document type is flexible. These documents should be started at the beginning (if not before) your first day at the internship.
- The student, with the support of their supervisor, will set **learning objectives** (form provided in Canvas) to guide their work at the internship. This discussion does not need to be completed before the internship begins, but is expected to take place prior to the mid-point of the internship in order to ensure expectations are clear and there is time to meet the agreed upon objectives and outcomes of the experience.
- The student must submit an **evaluation of the internship experience** (form provided in Canvas). This will provide a summary of the internship experience as well as reflection on the learning objectives set and the process to reach them.

The employer is expected to provide an **evaluation** (form provided in Canvas) of the student's performance following the completion of the internship (or near the end), and is also encouraged to provide oral feedback during an exit interview. If the supervisor completes a standard evaluation review or form other than this evaluation form, that is likely acceptable. Please check in with the Andrea Culp, [aculp@coloradocollege.edu](mailto:aculp@coloradocollege.edu), to be sure.

The student must complete all of the requirements of the internship and fully complete the agreed upon term of the internship in order to successfully complete the internship adjunct.

**Note:** Once the General Studies: Internship Adjunct has been officially established on the student’s academic transcript, **failure to complete these requirements will result in the student receiving a zero grade** and no credit for the course will be given.

***If you have any questions regarding the General Studies: Internship Adjunct process or requirements, please stop by the Career Center or email Andrea Culp, [aculp@coloradocollege.edu](mailto:aculp@coloradocollege.edu)***