



**COLORADO
COLLEGE**

Career Center



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General Studies: Internship Adjunct

Read this guide, then email Andrea Culp at andrea.culp@coloradocollege.edu to be added to the Canvas course. You can then begin completing the requirements.

The GS: Internship Adjuncts provide 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) will count toward the degree. This Internship Adjunct does not meet the divisional distribution requirement. Prerequisite: Sophomore, Junior or Senior status and a proposal approved by the Registrar. The course is taken under the Pass/No Credit option only - 1/4 unit.



Procedure for Enrolling in General Studies: Internship Adjunct

1. The student may meet with a Career Coach in the Career Center for assistance in locating opportunities or to seek advice regarding the proposal to the Registrar for an internship placement. The internship must last **at least four weeks** and involve a **minimum of 40 hours** of supervised work.
2. Students should contact the Career Center to express interest in the adjunct to be added to the Canvas course in order to proceed with the following steps.
3. The student must submit a **written proposal** (form provided) outlining the nature of the internship, location, duties, special projects, hours per day and week, and 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 proposal should also include a statement of agreement

(learning contract) between the student and the employer specifying the specific responsibilities and duties the student must complete to fulfill the internship. This statement should be signed by the student and the supervisor. The proposal is reviewed and must be approved by the Associate Dean of the College and the Registrar prior to the commencement of the internship.

4. If you are an international student, an additional form including a faculty signature must be included with the submission of your proposal. Feel free to discuss this with the Office of International Programs should you have any questions.
5. Once the internship is approved, the student must also complete a **risk release** prior to the start of the internship (form provided).

During the Internship and Upon Completion

6. 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. In addition, the student must submit an **evaluation of the internship experience** (form provided).
7. The employer is expected to provide a **written evaluation** of the student's performance following the completion of the internship, and is also encouraged to provide oral feedback during an exit interview. Credit will not be awarded without the written employer's evaluation.

■ The student must complete all of the requirements of the internship and fully complete the agreed upon term of the internship in order to receive credit. The final grade is based on the student's proposal, journal, self-evaluation of the internship, and supervisor's evaluation of the student's work and contribution to the organization during their internship. The Associate Dean of the College and the Registrar approve all materials and determine credit.

■ **Note:** Once the General Studies: Internship Adjunct has been officially established for the student, **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@coloradocollege.edu.