

# INTERNSHIP PROPOSAL & CONTRACT

## HST/REL/PHI/JST 484: Internship

[does not meet *History in the Wild* requirements]

The School of Historical, Philosophical and Religious Studies encourages students to pursue internships related to their career aspirations. Internships provide practical experiences for students that complement their formal academic class-based studies. Depending on the internship site, internships may be voluntary or paid.

For more information regarding the internship process, please visit [shprs.asu.edu/content/internships](http://shprs.asu.edu/content/internships)

### CREDIT HOURS

The number of credit hours received for an internship is based on the total internship hours completed. 45 internship clocked hours = 1 ASU credit hour.

Hours must be completed by the 'Classes End' date, of that term, so grades may be posted in a reasonable time frame.

Arizona State University Academic Calendar: [students.asu.edu/academic-calendar](http://students.asu.edu/academic-calendar)

Credit Hours	Total Hours for FA/SP/SU	Hours per week (for 15 weeks)
1	45	3
2	90	6
3	135	9
4	180	12
5	225	15
6	270	18

### INTERNSHIP ADVISOR & INSTRUCTOR

The school's internship advisor is different from the internship instructor. The advisor will provide approval to conduct the internship and clear students to enroll in the course.

The internship instructor will verify completion of hours at the internship site and assign the final grade.

### PASS/FAIL GRADE

The pass/fail grade is intended to broaden the education of liberal arts and sciences undergraduates by encouraging them to take advanced courses outside their specializations. A grade of "Y" (pass) contributes to a student's earned hours but does not affect the GPA. A failing grade is computed into the GPA.

The following conditions apply:

- Enrollment for the pass/fail must be indicated during registration and may not be changed after the drop/add period.
- A maximum of 12 credits taken for pass/fail may be counted toward graduation.
  - This includes other pass/fail courses completed through other departments.

### INSTITUTION DATES & DEADLINES

It will be at the discretion of the internship site supervisor to excuse the student for any holidays or breaks recognized by the institution. The student will need to inform the internship supervisor and instructor for any planned time off.

The site may require the student to complete hours on weekends and/or evenings if pre-arranged.

## **INTERNSHIP PROPOSAL & CONTRACT** **HST/REL/PHI/JST 484: Internship** [does not meet *History in the Wild* requirements]

### STUDENT CONTACT INFORMATION

<b>Student Name:</b>	
<b>Phone Number:</b>	
<b>ASU ID:</b>	
<b>E-Mail Address:</b>	

### SITE INFORMATION

Location where the student will be conducting hours, site supervisor and supervisor contact info.

<b>Site Name:</b>			
<b>Supervisor:</b>			
<b>Site Address:</b>			
<b>Phone:</b>		<b>Email:</b>	

### INTERNSHIP DUTIES


### HOURS

See attached hours chart to determine credit hours. 3 credits = 9 hours per week (for 15 weeks).

<b>Prefix:</b>	HST <input type="radio"/> REL <input type="radio"/> PHI <input type="radio"/> JST <input type="radio"/>	<b>Credit Hours:</b>					
<b>Term:</b>	Fall <input type="radio"/> Spring <input type="radio"/> Sum <input type="radio"/>	<b>Session</b>	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	<b>Year:</b>	

### STUDENT AGREEMENT AND SIGNATURE

By signing, I affirm that all statements are true and that I will complete the noted internship hours.

<b>Name: (printed)</b>			
<b>Signature:</b>		<b>Date:</b>	

### SITE SUPERVISOR AGREEMENT AND SIGNATURE

By signing, I affirm that all statements are true and that I agree to sponsor the student listed for a School of Historical, Philosophical and Religious Studies Internship and agree to provide verification and evaluation of student intern hours.

<b>Name: (printed)</b>			
<b>Signature:</b>		<b>Date:</b>	