

## **Liberal Studies Internship Practicum Information**

Students applying for the Internship option to satisfy their Practicum requirement for the Liberal Studies major, along with the Liberal Studies General Practicum Application form, must submit a memo from the Internship provider, on company letterhead, stating the following:

- Internship Provider Information (type of business, history, website info, etc.)
  
- Title of Internship
  
- Mission/Purpose of Internship
  
- Intern Duties
  
- Dates of Internship (must fall within the established dates for Fall, Spring, or Summer sessions found in the Academic Calendar)
  
- Hours of Work
  
- Remuneration (if any) and Reimbursement for expenses, e.g. mileage/parking (if any)
  
- Outline of Provider Final Review/Evaluation Procedure/Report

### **Note for Faculty Supervisor:**

Faculty oversight will involve an intake interview, going over the Intern Provider memo, as above, discussing the student's personal goals for the internship, and a final review, which should involve a roughly 10 page final report by the student--details to be arranged with the faculty member overseeing the internship. An in-person final review might involve some faculty feedback on how the student can maximize their internship experience on their resume and in their job prospects.

### **Deadlines**

Deadline to submit all application paperwork and enroll in the designated course is 1 week before the start of the Fall, Spring, or Summer semester.