

If submitting this form from off-campus, please follow these instructions:

1. Complete all necessary fields in the form and save the PDF on your computer.
2. Email the PDF form to your faculty internship supervisor and ask them to forward the form to the Registrar's Office (registrar@lvc.edu) indicating their approval. In your email, please copy your advisor and the chair of the department under which the internship is being offered.
3. The Registrar's Office will then process your registration and send you a confirmation.

INTERNSHIP REGISTRATION FORM

Student ID: _____ Name: _____
Last First Middle

Declared Major(s) (List All): _____

Declared Minor(s), if any: _____

Internship Information

Term: Fall Spring Summer Year: _____

Credits: Non-credit (IME 400) Credit—number of credits: _____ Course number: _____

Start Date: _____ End Date: _____ Anticipated Total Hours of Work: _____

45 hours of work are required for each credit; non-credit internships also require a minimum 45 hours of work.

This internship is: Paid Unpaid If Paid, Hourly Pay Rate: _____

LVC Faculty Internship Supervisor: _____ Department: _____

Name of Internship Site: _____

Address: _____

Name and Title of On-Site Internship Supervisor: _____

On-Site Internship Supervisor Phone Number: _____ Email: _____

Required Signatures

By signing below, I affirm the following:

1. The **Internship Learning Agreement Form** has been reviewed and approved.
2. All **internship and Immersive Experience criteria will be satisfied**—see reverse side for additional information.

Faculty Internship Supervisor: _____ Date: _____

Department Chairperson/
Internship Coordinator: _____ Date: _____

Academic Advisor: _____ Date: _____

Upon submission of this registration form, the student will be registered for an Immersive Experience. The registration form must be received no later than the last day to add a course for the applicable term.

For office use only: Processed by: _____ Date: _____

INTERNSHIP CRITERIA AND EVALUATION PROCESS

The following internship criteria must be met to satisfy internship and Immersive Experience requirements:

1. The student must spend at least 45 hours per credit working at the internship location. Non-credit internships also require a minimum 45 hours of work.
2. The internship must be related to the student's educational pursuits and/or career interests in a meaningful way.
3. As required for all Immersive Experiences, the student must complete a reflective assignment regarding their internship experience and upload this assignment to their portfolio. See below for additional instructions.
4. Students enrolled in a credit-bearing internship will have additional forms of assessment assigned to them by the LVC Faculty Internship Supervisor, in line with departmental standards.

The LVC Faculty Internship Supervisor is responsible for ensuring that the above criteria have been met.

IMMERSIVE EXPERIENCE CONSTELLATION REQUIREMENTS Comprehensive Leadership and Professional Development

1. A critical reflection assignment.

Students must write a critical reflection paper (2-3 pages) or equivalent assignment addressing how their internship helped them to grow socially, intellectually and professionally. This reflection assignment must be completed by the end of term in which a student was enrolled in the internship. Lebanon Valley College identifies the following core competencies as skills which may be enhanced through participation in an immersive experience (definitions for these competencies can be found at www.lvc.edu/academics/common-learning-experiences/learning-outcomes/):

- Written and Oral Communication:
- Critical Reading and Analysis
- Information Literacy
- Intercultural Competence
- Problem Solving
- Integration
- Quantitative Reasoning

Students must address the following questions in the reflection assignment:

- a. Which core competencies listed above were addressed during your internship, recognizing not all competencies may have been addressed in this particular internship. Provide examples of situations or contexts in which you feel these competencies were influenced.
- b. What did you learn from this experience, both socially and academically?
- c. How have you changed your perceptions, your beliefs, your actions?
- d. How will this experience influence you in the future (interactions with others, major/minor choices, career choices)?

2. Optional criteria that can be included in the reflection assignment.

Internships fall in the *Comprehensive Leadership and Professional Development* category of immersive experiences, and emphasize the following learning objectives. If you wish, you can reflect on how this immersive experience allowed you to demonstrate these objectives.

1. Students will demonstrate proficiency and independence in an experiential context by applying and synthesizing their learning to a "real world" situation over a course of time.
2. Students will demonstrate the values and attributes associated with their profession, discipline or activity by systematically reflecting upon their compatibility with and aptitude for their chosen field.

Students' reflection assignment must be uploaded as an assignment on the Canvas course associated with this specific internship.

If a specific immersive experience has an already established reflection process, as described in the immersive proposal, then that can be substituted for the reflection assignment outlined above.