

UMKC Honors Program

Honors Internship Course Requirements

Honors Internship Course: Honors 496 and 496A

Course Description: This course is an academic internship that requires a final reflection paper in addition to the work performed in a professional workplace. Internships are individually arranged with the sponsoring organization, which may be a business, school, nonprofit agency or government office. There will be a Learning Agreement established in the first week of the semester that states the contractual responsibilities of the student, the workplace supervisor and the faculty internship coordinator. This Learning Agreement will outline the job responsibilities, workload expectations, assignments and anticipated learning outcomes of the internship experience. All paperwork will be submitted by email to honors@umkc.edu.

Academic Credit Hours (Honors 496): Variable credit, 1-6 credits. A maximum of 3 credit hours can be earned in a single semester. Can be repeated for a maximum total of 6 credits. Students must work a minimum of 3 hours per week, or a total of 45 hours per semester, for each academic credit earned in an Honors Internship.

Zero-Credit Internship Option (Honors 496A): A zero-credit Honors Internship requires a student to work a minimum of 3 hours per week, or a total of 45 hours per semester, and it has the same academic requirements as a one-credit internship. This zero-credit option is intended for those students who wish to record an Honors Internship course on their transcript, but who do not need academic credit for their internship experience. **Completion of a zero-credit Honors Internship counts as equivalent to one Honors credit** toward the Honors Program graduation requirements.

To successfully complete an **Honors Internship**, students must:

- Complete a **Learning Agreement** (outlining 3 to 6 specific learning objectives as determined by the student, their workplace supervisor, and the faculty internship coordinator) and return it to UMKC Honors Program **within two weeks after placement**. Students are responsible for finding their own internship placement. Students are encouraged to contact [Career Services](#) if they need advice and guidance in finding an appropriate internship placement.
- Maintain a **Timekeeping Record** throughout the semester and submit the completed record to UMKC Honors Program by the last day of classes. This form must be signed by your workplace supervisor. Please enclose this record with your final report.
- Submit an **Honors Internship Final Reflection Paper** to [UMKC Honors Program](#) by the last day of classes. (See attached guidelines).
- Submit a **Supervisor's Evaluation of the Intern** (completed by your workplace supervisor) by the last day of classes. Your supervisor may scan and send the final evaluation form directly to the [Honors Program](#).

Due Date: Your final report (with the timesheet and supervisor evaluation form listed above) and reflection paper are due on the last day of classes (that is, the Friday before final exam week). Please scan and send all your materials to the [UMKC Honors Program](#).



STUDENT INFORMATION

Student Name: _____ Student ID Number: _____

Mailing Address: _____

Phone: _____ Email: _____

Expected Date of Graduation: _____ Class: Freshman Sophomore Junior Senior UMKC GPA: _____

Major: _____ Second Major or Minor: _____

INTERNSHIP ORGANIZATION/EMPLOYER INFORMATION

Organization Name: _____ Organization Web Address: _____

Mailing Address: _____

Workplace Supervisor Name: _____

Phone: _____ Email: _____

Employment Dates: from _____ to _____ SEMESTER: Fall Spring Summer YEAR: _____

Work Schedule: _____ hours per week Compensation: \$_____ per _____ other : _____ Volunteer

HONORS PROGRAM INTERNSHIP COORDINATOR

Internship Coordinator Name: Dr. Gayle Levy UMKC Honors Program levygy@umkc.edu

Number of Academic Credits				Course Number and Title	Indicate Your Preferred Grading Method	
0	1	2	3	Honors 496 – Honors Internship	Letter Grade	Credit/No Credit
0				Honors 496A- Honors Internship	Letter Grade	Credit/No Credit

Note: Students must work a minimum of 3 hours per week, or a total of 45 hours per semester, for each academic credit earned in an Honors Internship. Zero-credit internships require a minimum of 45 hours of work per semester.

SIGNATURES

Student Signature _____ Date _____

Workplace Supervisor Signature _____ Date _____

Faculty Internship Coordinator Signature _____ Date _____



Learning Agreement – Page 2

STUDENT NAME: _____

JOB DESCRIPTION: State the position title – normally “Intern,” although it could be something more specific. List the main duties and responsibilities of this position.

LEARNING OBJECTIVES: With your workplace supervisor, develop a list of 3-6 **specific** learning objectives and action plan items to be accomplished during this semester. State your learning objectives in terms of what you plan to achieve and your action plan items to as how you plan to reach these objectives.

Learning Objectives (What do you intend to learn or achieve?)	Action Plan (What specific actions, strategies and assignments do you plan to take in order to accomplish the corresponding learning objectives?)
1.	
2.	
3.	
4.	
5.	
6.	

NOTE TO THE STUDENT: At the beginning of your internship experience, please complete this two-page Learning Agreement. Once the agreement is completed and signed, give a copy to your workplace supervisor, retain a copy for your own records, and scan and send a copy to [UMKC Honors Program](#) office. Thank you.

Honors Internship Final Reflection Paper

To receive academic credit for the Honors Internship, each student must submit a **Final Reflection Paper**. This report should be about 500-1000 words (although you may write more if you wish). This paper should be typewritten, double-spaced, and must contain the following three sections. (Please number each section.)

- 1. Description.** In 200-300 words, describe your main responsibilities and accomplishments during the internship. (You may wish to enclose documentation of your accomplishments during the internship. Students are particularly encouraged to enclose sample work product, including any memos, reports, articles, posters, websites, or other items that they created during the internship.)
- 2. Reflection.** In 200-300 words, reflect on the personal and professional significance of your internship. You may wish to examine what you learned, what you accomplished, and the relevance of this internship placement to your longer-term educational objectives and career goals.
- 3. Self-Assessment.** In 200-300 words, provide a balanced self-assessment of your job performance during the internship. In what areas do you feel you did an especially good job? In what areas do you feel that there is still room for improvement in your job skills? A balanced self-assessment, providing some forthright self-criticism where appropriate, is generally most useful and informative.

Checklist: Please email and send all of your final materials to the UMKC Honors Program. The following items should be included:

Timekeeping Record, showing total hours worked, with your workplace supervisor's signature.

Reflection paper, 500-1000 word paper containing a description of your responsibilities, a reflection on the experience, and a self-assessment of your job performance.

Supervisor's Evaluation of the Intern, completed and signed by your workplace your supervisor. Your supervisor may scan and email the final evaluation form directly to the Honors Program, or it may be hand-carried by the Student Intern to the Honors Program in a sealed envelope. Either way is acceptable.

In addition, be sure to complete online:

Due Date: Your final report (with items listed above) is due to the [UMKC Honors Program](#) by the last day of classes (that is, the Friday before final exam week).

Grading Policy: The final grade for **Honors 496 and Honors 496A** (*Honors Internship*) will be determined by the faculty internship coordinator and will be based on their qualitative assessment of the student's performance, taking into account the student's final reflection paper, the supervisor's evaluation, and the timekeeping record. The faculty internship coordinator is available to meet with the student, or consult with the work supervisor, at any time during the internship.

