

UMKC Honors Program

Honors Internship Course Requirements

Honors Internship Course: Honors 496 and 496A

Course Description: This course is an academic internship that requires written assignments 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.

Academic Credit Hours: Variable credit, 0-6 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: 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 visit Career Services (Atterbury Student Success Center, 2nd floor) 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 email the final evaluation form directly to the Honors Program, or it may be hand-carried by the Student Intern in a sealed envelope.
- Complete all assignments posted on the Canvas site for this course, including readings, quizzes, reflection exercises, the **Student Midterm Evaluation Form**, and the **Student's Evaluation of the Internship Experience** by the last day of classes. These Canvas assignments are mandatory and will contribute significantly to your final grade for the course.

Due Date: Your final report (with the timesheet and supervisor evaluation form listed above) is due on the last day of classes (that is, the Friday before final exam week) – specifically, by December 9 (for fall semester), May 5 (for spring semester), or July 28 (for summer semester). Please submit all of your final materials to the UMKC Honors Program office in a single large envelope.



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: Margo Gamache UMKC Honors Program gamachem@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

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** _____

Student notified of Faculty Internship Coordinator approval (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 return this copy to UMKC Honors Program office. Thank you.

UMKC Honors Program Honors Internship Timekeeping Record



This timekeeping record must be completed, signed, and handed in to UMKC Honors Program by the last day of classes (that is, the Friday before final exam week) – specifically, by December 9 (for fall semester), May 5 (for spring semester), or July 28 (for summer semester).

Student name: _____ Major: _____ Student I.D. #: _____

Internship Organization: _____

Address: _____

Workplace Supervisor name: _____

Workplace Supervisor telephone number: _____

Workplace Supervisor E-mail: _____

SEMESTER: Fall Spring Summer YEAR: 20____

Week of:	Number of Hours

Week of:	Number of Hours

TOTAL NUMBER OF HOURS WORKED AT PLACEMENT:

NOTE TO STUDENT: Please calculate the total number of hours worked, and enter in the box above.

I certify that I worked the hours as indicated.

STUDENT'S SIGNATURE: _____ **DATE:** _____

I certify that the above student has worked the hours indicated.

WORKPLACE SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

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.

Weekly Time Log

- Use this weekly time log to record the hours that you work in your internship.
- Use one log sheet per week. Transfer your weekly totals to the Internship Timekeeping Record.
- Keep this weekly time log for your own personal records; do not hand it in to the Honors Program.
- This weekly time log must be presented to your workplace supervisor upon request.
- If you are paid an hourly wage, your employer's timesheet may be substituted for this time log.

Print Student Name:				
Date	Time Started	Time Finished	Total Hours	Internship Task Description
TOTAL HOURS WORKED THIS WEEK:				

I certify that I worked the hours as indicated above.

STUDENT'S SIGNATURE: _____ **DATE:** _____

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.

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 submit all of your final materials to the UMKC Honors Program in a single large envelope. (Do not staple items together.) The following items should be enclosed with your final report:

- Timekeeping Record**, showing total hours worked, with your workplace supervisor's signature.
- Supervisor's Evaluation of the Intern**, completed and signed by your workplace 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:

- Student's Evaluation of the Internship Experience**, completed by the Student Intern on Canvas.

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) – specifically, by **December 9** (for fall semester), **May 5** (for spring semester), or **July 28** (for summer semester).

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



Supervisor's Evaluation of the Student Intern

University of Missouri-Kansas City
 Kansas City, MO 64112

Phone: 816-235-5569

Email: honors@umkc.edu
 Homepage: honors.umkc.edu

Supervisor: Near the end of the internship experience, please complete this evaluation and **review it with the student intern**. Sign it, retain a copy for your records, scan and return this copy to UMKC Honors Program office by email. This evaluation may also be hand-carried by the student in a sealed envelope. Thank you.

Mr/Ms _____
 STUDENT (Printed Name) Semester and Year

Organization Name _____

Mr/Ms _____
 WORKPLACE SUPERVISOR (Printed Name) Phone Email

O = Outstanding	G = Good	A = Average	M = Marginal	U = Unsatisfactory							
<u>DEPENDABILITY</u>			<u>SELF-MANAGEMENT</u>								
O	G	A	M	U	O	G	A	M	U	Attends regularly and is punctual	Maintains professional manner and appearance
O	G	A	M	U	O	G	A	M	U	Completes projects by specified deadlines	Manages time and resources effectively
O	G	A	M	U	O	G	A	M	U	Consistently produces quality work	Seeks further guidance when appropriate
<u>ATTITUDE</u>			<u>LEARNING</u>								
O	G	A	M	U	O	G	A	M	U	Demonstrates initiative	Demonstrates skills needed for assigned tasks
O	G	A	M	U	O	G	A	M	U	Accepts and makes constructive use of criticism	Applies classroom knowledge to the job
O	G	A	M	U	O	G	A	M	U	Is courteous and friendly	Understands company norms/expectations
<u>RELATIONSHIPS</u>			<u>OVERALL PERFORMANCE</u>								
O	G	A	M	U	O	G	A	M	U	Works effectively with supervisor	Please rate the intern's overall performance
O	G	A	M	U						Works effectively with co-workers	
O	G	A	M	U						Works effectively with the public/customers	

1. What are the intern's main strengths in the workplace?

2. In what areas could the intern improve, if any?

3. Has the intern met the objectives agreed to in the Learning Agreement? Yes No Explain:

4. Please add any other comments regarding the intern's performance.

5. Will this intern continue next semester? Yes No

WORKPLACE SUPERVISOR (Signature) _____ Date _____ Reviewed with Intern: Yes No