



# Academic Internship: Faculty Sponsor Approval Form

## FACULTY SPONSOR

You have agreed to sponsor a Clark student for academic internship credit. This means that the student will be required to meet with you regularly throughout the semester/internship in order for you to ensure academic validity and to evaluate the success of the internship from an academic perspective.

### *Faculty Sponsor's Responsibilities:*

- Review the intern's assigned tasks
- Meet with the student regularly, at least once for every 20 hours worked, to discuss internship progress
- Approve and evaluate the student's academic component
- Submit a credit/no credit grade

### **Academic Component**

*The academic component can take several forms, ranging from a number of short papers to a major research report to an artistic portfolio or videotape. For example, advertising interns often conduct mock ad campaigns, human services interns can present case studies, and brokerage interns can put together several mock portfolios, researching and evaluating the stocks chosen. A **weekly or bi-weekly journal or blog** should be part of the academic component.*

*Although faculty typically assign a journal as one method of evaluation, a journal alone is not sufficient. There must be one or more additional projects/assignments that can be evaluated. Typically, a faculty sponsor will also assign an **8- to 10-page final research paper** for a one-credit internship. The amount of work required will depend on the number of credits undertaken. For example, a two-unit internship will require the academic component to be doubled.*

Your signature indicates that you understand your role as a Faculty Sponsor for \_\_\_\_\_  
STUDENT NAME

in the Academic Internship Program, and that you:

- Are able to award credit
- Have met with the student to discuss the proposal and units requested
- Reviewed the assigned internship tasks
- Approved the internship proposal
- Will evaluate and grade the student's internship experience
- Understand that the grade you assign will convert to a credit/no credit format

Faculty Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Questions? For further assistance, please contact Career Services at [Cservices@clarku.edu](mailto:Cservices@clarku.edu)**

*Updated 9/2017*

