



# Academic Internship: Faculty Sponsor Approval Form

## FACULTY SPONSOR

Thank you for agreeing to sponsor a Clark student for academic internship credit. Sponsorship of a student includes meeting regularly throughout the semester to ensure academic validity and evaluate the success of the internship from an academic perspective. Faculty sponsors must be full-time faculty or part-time faculty members with department chair approval.

### Faculty Sponsor's Responsibilities:

- Co-develop an academic project that complements the student's internship experience (see below).
- If the internship will count as a 5th course, or they would like to petition for a letter grade, ensure the student submits a 5th course request to Academic Advising.
- If the student's CGPA is below 2.0, ensure the student submits a College Board petition to Academic Advising.
- Ensure the internship is taking place in the same semester for which the student is seeking credit.
- Meet with the student regularly during the applicable semester to discuss internship and academic progress (a cadence of every other week is the minimum recommended).
- Communicate with AIP staff at [AIP@clarku.edu](mailto:AIP@clarku.edu) about any concerns regarding the student's progress on the academic component.
- Evaluate and approve the student's academic component.
- Submit a credit/no credit grade at the end of the semester.

### Academic Component: General Expectations

*The academic component can take several forms, ranging from several 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 also 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 assignments that can be evaluated. Typically, a faculty sponsor will also assign an **8 to 10-page final research paper** as part of a one-unit academic internship. The amount of work required will depend on the number of credits undertaken. For example, a two-unit academic internship will require a greater substantive academic component than a one-unit academic internship.*

Name of student I am sponsoring for this academic internship: \_\_\_\_\_

Course Subject for academic credit (as agreed upon with student; i.e., PSYC, BIOL, GEOG, MGMT, etc.): \_\_\_\_\_

Semester of internship: \_\_\_\_\_

*By printing and signing my name below and returning this form, I agree to the expectations set forth above.*

Faculty Name: \_\_\_\_\_

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

*[Part-time faculty only: Department chair approval]* \_\_\_\_\_

Questions? For further assistance, please contact the Career Connections Center at [AIP@clarku.edu](mailto:AIP@clarku.edu)