



# Internship Guideline Handbook for Interdisciplinary Studies (INDS) Comprehensive Component

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## REQUIRED FORMS

- [Intern Checklist](#)
- [Internship Site Verification](#)
- [Supervisor’s Evaluation of Intern](#)

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## **GRADUATE INTERNSHIP PROGRAM**

The internship is one option for the “capstone” experience for graduate students in the INDS program. We hope it will be an interesting, challenging, and educational experience for all students. The internship allows the student to work and learn outside of the classroom at an approved site selected by the faculty and student. The internship will also extend a service to the host site/facility by providing a new source of practical experiences, leadership, and potential candidates for employment.

The internship serves three purposes:

1. To offer students the opportunity to learn new information and skills outside of the classroom.
2. To teach students how to apply the knowledge and skills learned through the INDS curriculum courses to “real life” situations.
3. To understand the required level of preparation to enter professional practice.

### **PROGRAM DESCRIPTION**

An agreement and partnership are established between an approved facility and Texas Tech University (TTU). This agreement should be in the form of a written document between the internship coordinator and the facility (Verification of Internship Site Form). The internship should provide a comprehensive learning experience for a graduate student who is pursuing a degree in Interdisciplinary Studies.

The chosen site must be involved in the areas related to the student’s program of study. The student must be supervised on a day-to-day basis by an experienced, qualified professional that is employed by the facility. The student will be interacting with real, not simulated, situations.

The student may choose to apply for an internship in Lubbock or any approved location in the United States. Arrangements may be made for internships to be completed outside of the U.S., but these situations are reviewed on an individual basis. While most internships unfortunately do not pay a stipend, there are locations that will pay a stipend and/or may offer other benefits such as housing. It is permissible to accept an internship that is paid or includes benefits.

The student must have successfully completed at least **75%** of the study program courses prior to enrolling in the internship course. Each student must enroll in IS 5031 and complete an agreed upon number of contact hours at an approved internship site. This opportunity is available during one long semester or the long summer session and must be completed within the semester in which the student is enrolled. Ideally, the internship should be completed in the student’s final semester before graduation. This is ideal, as the student will then be able to consider any job offers that may result from the internship experience. A minimum of 150 clock hours for 3 hours credit or 300 clock hours for 6 hours credit must be completed for the internship.

## **PROCEDURES**

1. Students who plan to complete an internship (either as their comprehensive component or solely for credit) must meet with their INDS academic advisor during the semester **before** they plan to complete the internship. In this meeting, the requirements, expectations, location, and responsibilities of the internship will be discussed.
2. The student should have secured their graduate advisory committee with one member of the committee agreeing to serve as the committee chair. **Before the semester of the internship**, the student should have confirmation from their INDS academic advisor that each committee member is eligible to serve on the committee, and confirmation from each committee member that they are willing to serve on the committee.
3. Once the student has secured their internship, they should contact their graduate advisory committee to inform them of the internship and when they will be completing it.
4. The student's INDS academic advisor will contact their graduate advisory committee before the start of the semester to share information with them regarding the internship and to provide them with the evaluation documents: **Report on Comprehensive Exam** and **IS Rubric for Student Outcomes**.
5. The student must submit the **Internship Site Verification** form by email to their INDS academic advisor and to their INDS instructor of record by uploading to the proper location in the INDS Blackboard site by the due date specified. This site verification form must be signed by their internship supervisor and must detail the responsibilities and/or duties of the student during the internship. *Verification forms without the required signature and specified responsibilities/details listed will not be accepted.*
6. Students will complete the student reflection assignments on Blackboard by the deadlines specified by the INDS instructor of record. These reflections may be shared with their graduate advisory committee.
7. The student will provide the INDS academic advisor and INDS instructor of record with the completed **Supervisor Evaluation of Intern Form** upon completion of the internship. This form should be emailed to their INDS academic advisor and submitted to their INDS instructor of record by uploading to proper location in the INDS Blackboard site by the due date specified.
8. The student will turn in their **Final Reflection Essay** or **Presentation** to their INDS academic advisor and submit to their INDS instructor of record by uploading to proper location in the INDS Blackboard site by the due date specified.
9. The graduate advisory committee members will complete and turn in the completed evaluation forms to the INDS academic advisor by the date specified by the INDS academic advisor at the beginning of the semester.
10. Upon receiving the necessary materials from the student's graduate advisory committee, the INDS academic advisor will submit the **Comprehensive Evaluation Results** form by the due date specified on the academic calendar.

## **STUDENT INTERN RESPONSIBILITIES**

1. The student is responsible for finding and securing an internship. The student should submit a detailed description of the internship to the INDS academic advisor for approval prior to the internship semester.
2. The student must have assembled a graduate advisory committee of three Graduate faculty members to serve on their committee for the comprehensive component. The student should confirm that each committee member is willing to serve and should notify them that they plan to complete the internship during the indicated semester.
  - a. One faculty member must be designated as the chair of the graduate advisory committee.
  - b. It is the student's responsibility to have selected and confirmed their graduate advisory committee members prior to the start of the internship semester.
3. The student must fill out an Internship Site Verification form and have it signed by their internship supervisor. This completed form must be submitted to the INDS academic advisor and graduate advisory committee by email and on Blackboard to the INDS instructor of record prior to the start of the internship semester.
  - a. The Internship Site Verification form must include a description of the specific duties/responsibilities that the intern will be participating in during the internship. The graduate advisory committee members, INDS instructor of record, and INDS academic advisor may request clarification on responsibilities if they feel it is necessary.
4. The student must complete periodic reflection/journal assignments on Blackboard as assigned by the INDS instructor of record. These assignments will be graded by the INDS instructor of record and factored into the course grade. These reflection assignments may be shared with the student's graduate advisory committee and INDS academic advisor to monitor the student's progress and learning.
5. As the final grade for the internship, the student will have the opportunity to choose and complete one of the following two options:
  - a. The student will complete a presentation detailing the accomplishments of their internship and the applications of their work to both their future careers and their concentration areas. This presentation may be in-person/live to their graduate advisory committee and INDS instructor of record or submitted as a video/presentation that they have created (as determined in advance with the approval of the graduate advisory committee and INDS instructor of record).
  - b. The student must complete a final reflective essay at the end of their internship, covering their expectations, the work completed in the internship, and how their internship work connects their concentrations and future career.
    - i. Students have the option to submit a digital portfolio to supplement their final essay or presentation, which includes samples of work created or completed by the student over the course of their internship.
    - ii. This essay/presentation will be used by both the INDS instructor of record and by the student's graduate advisory committee to evaluate their internship work for both the course grade and the grade for the final project.

## **RESPONSIBILITIES OF SITE SUPERVISOR TO INTERN**

1. Sign the Site Verification Form provided by the student.
2. Act in the capacity of a supervisor responsible for teaching, guiding, and evaluating the performance of the intern.
3. Contact the Internship Faculty immediately if there is a problem or concern with the intern.
4. Complete the Evaluation Form for the student intern at the end of the internship and provide a copy to the INDS academic advisor.

## **RESPONSIBILITIES OF THE INDS ACADEMIC ADVISOR**

1. Meet with the student prior to the start of the internship to discuss responsibilities.
2. Approve Internship Site Verification form.
3. Communicate regularly with intern via e-mail.
4. Provide the members of the graduate advisory committee with the paperwork needed for graduation.

## **RESPONSIBILITIES OF THE INDS INSTRUCTOR OF RECORD**

1. Evaluate the final written document.
2. Assign a letter grade for the course.

## **RESPONSIBILITIES OF THE GRADUATE ADVISORY COMMITTEE**

1. Approve Internship Site Verification form.
2. Evaluate the written document using the rubric provided by the INDS academic advisor.
3. In addition to the rubric, the chair of the graduate advisory committee must complete the comprehensive form to the INSD academic advisor by the set deadline.

## **REQUIREMENTS FOR THE FINAL WRITTEN DOCUMENT**

The document should be written using the formatting style source of your choice (i.e., APA, MLS, Chicago, etc.). Please make sure the document is neat, typed, double-spaced, using correct spelling and grammar. Internship papers are typically 20-30 pages cover-to-cover, including the required paperwork at the front.

### **Specific items and order of items required for final project document**

*All of the following items and sections must be included:*

**Page 1:** Intern Checklist form found in the “Forms” section of this handbook. Please **only** put your name and RNumber on this form. It is what the course grade is recorded on.

**Page 2:** Title page including name of course, course number, student’s name, place of internship, and graduate advisory committee members (please indicate the chair of the committee) should be written using the formatting style source of your choice (i.e., APA, MLS, Chicago, etc.)

**Page 3:** Current résumé or CV

**Page 4:** Internship site verification form signed by supervisor

**Page 5:** Supervisor Evaluation received from internship supervisor

*\*Please include all four sections in your paper and label them as follows:*

#### **Section 1: Organization**

- Describe the facility/organization for which you were an intern. Describe what the organization does, where it's located, what goods/services it provides, its mission/purpose, etc.

#### **Section 2: Duties**

- This section describes the activities/duties in which the student was responsible for. What were your daily tasks? What projects did you complete? Emphasize the duties that were specific to your role.

#### **Section 3: Resources**

- Provide a discussion regarding the resources that were needed and provided to you doing your time as an intern and how they were used to achieve your duties. (Examples: computer software, lab equipment, database system etc.)

- List any office equipment used.

- Briefly discuss a specific item that is either “state of the art” or an item that is lacking at the facility and why it is needed if applicable.

#### **Section 4: Summary & Evaluation**

- Discuss how your internship formulates the synthesis of your 3 chosen subject areas. How does this internship relate to your desired career? How does it help you? Did you enjoy your experience? How do the tasks and projects from your internship relate to your 3 areas of study from your degree, and how do they relate to your desired future career?