

**COLLEGE OF ARTS AND HUMANITIES  
INTERNSHIP PRACTICUM LEARNING CONTRACT  
ARHU 486 (3-6 CREDITS)**

***Please submit this completed application at the front counter in 1120 Key Hall or scan it into an email and send to arhuinternships@umd.edu. Once you have submitted your completed application/internship description you will be contacted to schedule an appointment to review your eligibility. Our hours of operation are M-F 8:30am – 4:30pm, except for University-scheduled holidays.***

***Please note that you must schedule your meeting no later than one week after starting your internship.***

**Student Eligibility Requirements**

- Student must have a major in ARHU
- Student must have already completed an internship at the 300-level for UMD credit
- Internship must be in an ARHU field/have an ARHU focus
- Completed 60+ credits (at least 12 credits on campus) with a minimum 2.5 GPA

**Internship Eligibility Requirement**

The experience must be new to the student; the internship cannot be a continuation of a current internship or one previously done. If you are continuing an internship at the same site as a previous internship, the job description and responsibilities must be significantly different from the previous experience.

***Please note that this is a writable/savable PDF. All applications must be typed and then printed out for the signatures. Handwritten and/or unsigned applications will not be accepted.***

**A. Student Information**

Name \_\_\_\_\_

UID \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Academic Major(s) \_\_\_\_\_

**B. Internship Site Information\***

Organization \_\_\_\_\_

Supervisor (name & title) \_\_\_\_\_

E-mail address \_\_\_\_\_

Phone # \_\_\_\_\_

Internship Location \_\_\_\_\_

***\*Note: Students MUST report to a professional site. Internship credit cannot be earned for work-at-home or work-in-home positions. Additionally, supervisors must be full time professionals and cannot be other students.***

Start date \_\_\_\_\_ End date \_\_\_\_\_ Total # of Weeks \_\_\_\_\_ Avg. # of hours/wk \_\_\_\_\_

(135 hours=3 credits; 180 hours=4 credits; 225 hours=5 credits; 270 hours=6 credits)

Please note that internship hours MUST be completed prior to the last day of classes for the semester in which you are registered.

How many credits are you registering for? (3-6) \_\_\_\_\_

*Note: Credit levels may not be adjusted after the drop-add period. Students are only given credit for not working on University-observed holidays (Labor Day, Thanksgiving, etc.) or when the University is closed/delayed for inclement weather~ student interns are not given credit for non-approved holidays or vacations (Veteran's Day, Columbus Day, spring break, teacher in-service days, etc.). The student intern is solely responsible for ensuring they are able to complete their correct hours prior to the end of classes each semester.*

### C. Intern Requirements

- Complete internship hours;
- Submit time and activity logs every two weeks;
- Complete ARHU 486 assignments - see course syllabus;
- Complete a midterm meeting with internship coordinator;
- Attend a career session at the University Career Center;
- Please note that you can work for a maximum of 8.5 hours per day, except for unusual circumstances;
- *Note: Your initials confirm that this is a **new** internship experience for you.*

\_\_\_\_\_ intern initials

### D. Site Supervisor Requirements

- Provides an orientation to the office, co-workers, etc at the beginning of the internship;
- Meet regularly with intern to monitor attendance, performance, to provide feedback, and to review objectives;
- Complete and return a Midterm Evaluation and a Final Intern Evaluation. The evaluations will be provided by the intern. The evaluations are a critical component of the student's internship experience and are worth 10% of their course grade. Evaluations that are received after the deadline cannot be accepted;
- Please note that students can work a maximum of 8.5 hours of work per day, except for unusual circumstances;
- Please check here if you have supervised this student in the past: \_\_\_\_\_
- *Note: Your initials confirm that this is a new internship experience for this student.*

\_\_\_\_\_ site supervisor initials

### E. Internship Documentation

You will need to print out and include a copy of your complete internship description and an offer letter (if available) with this application.

### F: Contract approvals:

\_\_\_\_\_ (Student signature and date)

\_\_\_\_\_ (Site supervisor signature and date)

Final checklist and instructions for submitting contract for review	
○	Ensure that all information on this form has been typed and completed. Signatures and initials may be handwritten.
○	<b>Internship description (Part E of application) must be attached.</b>
○	Completed application must either be emailed to <a href="mailto:arhuinternships@umd.edu">arhuinternships@umd.edu</a> or turned in at front desk of 1120 Francis Scott Key Hall. You will then be contacted to schedule an appointment to review your eligibility. Completed contracts must be submitted in advance in order to be reviewed prior to your appointment.