Metropolitan State University Individual Internship Guidelines
First College

Note: First College internships must be interdisciplinary or related to student’s area of focus in their approved degree plan. Students with a secured internship should contact Dr. Mary Kirk (mary.kirk@metrostate.edu or 651-793-1781), First College internship faculty liaison, before filling out the Academic Internship Agreement.

All approved internships for credit must:

- Include 40 hours at the internship site for each hour of college credit earned. An internship may be done for 1-4 credits:
  - 40 hours=1 credit
  - 80 hours=2 credits
  - 120 hours=3 credits
  - 160 hours=4 credits
- Involve the student in upper-division, college-level learning;
- Offer theoretical as well as practical learning;
- Be approved by First College Faculty member acting as internship liaison (this will be taken care of by the Internship Office staff--the student is not required to get this signature); and
- Be supervised by a qualified on-site person if appropriate and evaluated by First College faculty liaison. The on-site supervisor must have a baccalaureate degree and/or expertise in the internship area.
- Be graded on an S/N basis only.

Student Learning Outcomes

The student will learn:

- The role, function, mission and goals of the internship site,
- The student’s responsibilities in the internship, specific frameworks, concepts or information that pertain to the internship; and
- The ethical issues related to the internship roles and responsibilities.

The student will be able to:

- Successfully perform internship responsibilities;
- Be aware of self and others, including issues of race, class, gender and ability;
- Apply the basic theories related to the field in which the student is interning; and
- Demonstrate effective interpersonal skills including clear written and oral communication.

The student will:

- Learn about the goals of experiential education, and
- Prepare a final reflective paper of the internship experience (see next page of the guidelines), to be submitted to First College internship faculty liaison upon completion of the internship.
**Final Reflective Paper**
A final reflective paper must be submitted to the First College internship faculty liaison (mary.kirk@metrostate.edu) upon completion of the internship.

Prepare a substantive paper (8 to 10 pages, typed and double spaced) that accomplishes two purposes:
1. reflects on what you have learned in relations to the specific elements of the competence description and the learning outcomes described in your internship: and
2. addresses the questions listed below.

- Where did you do the internship (name of site)?
- What was the academic focus of your internship?
- What are the courses a student should have completed at Metropolitan State or other higher educational institutions before beginning the internship?
- What particular skills should a student have before beginning this internship?
- What kind of work was expected of you on the internship?
- What are the strengths and weaknesses of this internship?
- What was the most significant experience you had on this internship?
- Why are you recommending this internship to other students? If you are not recommending it, why not?

**Site Supervisor Evaluation**
The on-site supervisor of the internship will submit their own evaluation of the student’s progress and level of competence based on the Academic Internship Agreement competence statement and learning strategies. This is then submitted to Dr. Mary Kirk.

Note: The student will not receive academic credit until the student paper and on-site supervisor’s evaluation are reviewed and approved by the First College internship faculty liaison.

**Important Note:** The Academic Internship Agreement must be submitted and approved before you finish the third week of your internship. You may not register for the internship until you have received written approval notification from the Internship Office. Students must register within the semester of the Academic Internship Agreement approval date or they may be required to reapply for the internship. Check current Class Schedule for last day to register for the semester.