

Internship Packet – INTS 490

Integrative Studies



Table of Contents

I. Overview and Guidelines	3
A. Internships.....	3
B. Description INTS 490: Internship. 1-6 credits	3
C. Recommended Prerequisite:.....	3
D. Placements	3
F. Considerations	3
G. Internship Approval Guidelines and Registration Instructions.....	3
II. Paperwork Process Information	4
A. Completing the Internship Application.....	4
B. Completing the Learning Objectives.....	4
C. Completing the Experiential Learning Agreement form.....	4
III. Registration - Must Read	4
A. Relevant Information to register	4
IV. Frequently Asked Questions.....	5
A. When should I apply?	5
B. What is the purpose of an internship?	5
C. Who can receive credit for an internship?.....	5
D. Where should I look for an internship?.....	5
E. How are credits determined?	5
V. More Questions?	5
APPENDIX.....	6
INTS 490 Internship Application.....	6
Guidelines for writing Learning Objectives and Strategies.....	7
Experiential Learning Agreement.....	8

I. OVERVIEW AND GUIDELINES

A. Internships

Internships are vital. Not only does participation in an internship make a student more career ready, but it can also be an avenue to a future job.

B. Description INTS 490: Internship. 1-6 credits

Students may take no more than 6 credits in any one semester, unless approved by executive director. A maximum of 12 credits can apply to the Integrative Studies degree. Structured and supervised professional experience, within an approved agency, for which the student earns academic credit. The primary purpose of an internship is to connect the student's academic course work to experiences and challenges outside the university classroom. The faculty also expects that students will enhance their competencies and skills and explore career options. Offered by [School of Integrative Studies](#). May be repeated within the term for a maximum 12 credits.

C. Recommended Prerequisite:

Open to sophomore standing and permission of instructor.

D. Placements

The Internship Coordinator reserves the right to deny internship placements.

F. Considerations

- Current place of regular employment is not eligible.
- No credit is awarded retroactively.
- To receive 1 credit, students must work a minimum of 45 hours, to receive 2 credits, students must work a minimum of 90 hours, etc.
- Student must register and pay the tuition for INTS 490 and any other fees that may apply, i.e. late registration.

G. Internship Approval Guidelines and Registration Instructions

The following items must be turned in together to Barbara O'Connell, Internship Coordinator.

Materials will be accepted either by email as a PDF to boconne@gmu.edu or hard-copy to Enterprise Hall, Room 416

Items and Links	Deadline
Internship Application - Application	By Last Day to add for each semester
Learning Objectives - Guidelines	By Last Day to add for each semester
Experiential Learning Agreement - Experiential Learning Agreement	By Last Day to add for each semester

Application Deadline: Careful planning and implementation are the goals to a great internship. Plan ahead and start early, the final deadline to apply for the internship course is the [Last day to Add](#) of each semester.

After obtaining an internship, students should submit all of the above items as soon as possible. Upon receiving approval, students will be notified by email with instruction on how to enroll in INTS 490.

All coursework is conducted via Blackboard. Students are responsible for participating in the course and completing all assignments.

II. PAPERWORK PROCESS INFORMATION

A. Completing the Internship Application

Please carefully read and fill-in all lines in the entire Internship Application. Return the completed application along with your learning objective(s), and Experiential Learning Agreement form prior to the semester deadline. The earlier the better!

NOTE: All internships must end on or before the last day of classes for the semester in which the student is enrolled.

B. Completing the Learning Objectives

Complete the learning objectives for your internship. The application requires that you submit one learning objective per credit sought. See the Appendix for help writing these learning objectives.

C. Completing the Experiential Learning Agreement form

The George Mason University Counsel requires that each student who is earning credit for an internship complete the Experiential Learning Agreement (ELA) form and its attachments.

The ELA form has two attachments: Attachment A: Terms and Conditions and Attachment B: Student Participation Consent Agreement.

This form will only be approved if ALL parts have been received and **original** signatures are present and dated.

Helpful Information:

- Term start and end dates are dates of the semester earning credit. See school calendar for dates.
- Syllabus will be provided by the instructor before the first day of class.
- Description of Student responsibilities are different from the Learning Objectives. Work with supervisor to develop this list.
- Internship Coordinator will sign for the University

III. REGISTRATION - MUST READ

A. Relevant Information to register

Registration is a controlled enrollment process. Students will be given permission to enroll once their internship application has been submitted and approved.

The review and processing of applications takes approximately 7-10 working days. Please allow ample time for this review when planning an internship. Students may not begin working at an internship site for credit until the internship application has been approved.

After approval, the internship coordinator will send you an email with registration information and the name of your faculty advisor/course instructor. During the first week of classes, your faculty advisor/course instructor will send a syllabus of assignments and due dates. Once received, it is your responsibility to read the syllabus and submit assignments on time.

Unless otherwise approved, your internship start date cannot be earlier than the first day of classes for the semester in which you are enrolled and you must complete the internship by the last day of classes for the same semester. Please visit Mason's [on-line academic calendar](#) to determine the correct dates for each semester.

IV. FREQUENTLY ASKED QUESTIONS

A. When should I apply?

Beginning at least 1-2 months prior to the semester start date, is recommended.

B. What is the purpose of an internship?

An internship will help you explore career opportunities in different fields, expand your knowledge, and apply classroom lessons to real life situations.

C. Who can receive credit for an internship?

- All Mason undergraduate students are eligible.
- Non-SIS students
 - NOTE: All non-SIS students will need to check with their home departments to determine how internship credits can be applied toward their degree.

D. Where should I look for an internship?

The School of Integrative Studies does not place students in internships; students must find their own work site. However, Career Services does have an internship [web resource list](#) with common internship locations. Make an appointment with Handshake to find an internship to match your major, interests and skills.

IMPORTANT NOTE: Students **are not** able to use their current job to earn internship credit.

E. How are credits determined?

Each semester, students can earn between one and six credits of experiential learning credits through internships. Students earn 1-credit for every 45 hours worked at the internship site. The maximum number of INTS 490 credits that can be taken in one semester is 6-credits.

V. MORE QUESTIONS?

Contact Barbara O'Connell, boconne@gmu.edu.

APPENDIX

INTS 490 Internship Application

Students **MUST** complete the application prior to the last day to add a class for each semester.

1. Student's name: _____
2. Student's G#: _____
3. Student's Mason email: _____
4. Student's SIS Concentration or GMU Major: _____
5. Which semester and year are you planning to enroll in INTS 490: Internship? (circle one and add year)
Spring _____ (year)
Summer _____ (year)
Fall _____ (year)
6. How many credit hours do you plan to earn (1 credit = 45 hours, 2 credits = 90 hours, etc.)?

7. Have you previously taken INTS 490 and earn credits? (circle one) Yes/no
8. If yes, please give the semester and year: _____

Agency and Supervisor's Information (Current place of regular employment is **not** eligible for this internship)

9. Agency's Name: _____
10. Agency's Mailing address: _____
11. What is the agency's primary activity? (ex.: agriculture, construction, retail, etc.)

12. Supervisor's name and title: _____
13. Supervisor's email and phone number: _____

Return the following completed items to boconne@gmu.edu prior to the semester deadline.

1. Application
2. Learning Objective(s), 1 per credit sought
3. Experiential Learning Agreement form

Guidelines for writing Learning Objectives and Strategies

You need one learning objective for each credit you wish to take. For example, a 3-credit internship requires 3 learning objectives; a 4-credit internship requires 4 learning objectives.

Objectives should describe **what you will learn, not what you will do**. As you prepare your objectives, think about the reasons why you are doing the internship and what you want to gain from it intellectually and personally. Some tips to keep in mind for writing effective learning objectives:

- Try to use **concise, measurable words** to describe these goals, e.g. identify, improve, define, compare, understand, apply solve, write, contrast, initiate, develop etc.
- Be creative in thinking about your own learning objectives for the internship. Think about **theories or texts you have covered in courses, specific career or professional information you have been wanting to acquire**, or ask during your preliminary site interviews about what learning opportunities the organization can provide.
- It may be helpful to think about the Integrative Studies Competencies and how they relate to your area of concentration.

Strategies should describe the specific processes or tasks that will help you meet your objectives.

- Will you undergo orientation or training of any kind?
- Will you have responsibility for a specific task or project?
- Will you attend any meetings? Can you interview professionals at the internship site?
- What kinds of daily tasks will you undertake?
- Will you do any professional reading at the site?

Sample Objectives	Proposed Strategies
To describe how public policy is developed and enacted in the state legislature.	By following legislation, researching legislative histories, reviewing public policy texts, interviewing Assembly staff and lobbyists, observation in daily/weekly meetings.
To develop a preliminary network with public relations professionals.	Develop a data file of new contacts; conduct informational interviews with agency professionals and clients; attend professional conferences; write follow-up thank you letters.
To improve my theoretical and practical understanding of group communication.	Observe interaction in project meetings for leadership styles, roles, critical and creative thinking techniques, decision-making techniques, non-verbal communication, and kinds of group tasks.

You may want to prepare a draft to take with you when discussing the Internship Contract with your supervisor. Asking for her or his assistance in finalizing your objectives gives you the opportunity to clarify what your goals are the internship and to receive feedback from the site supervisor about how realistic you are being. Such a discussion may help you supervisor think of additional possibilities for you in terms of projects, meetings, conferences, training, etc.

Experiential Learning Agreement

Use this link to ensure latest form is being used: [Experiential Learning Agreement](#)

GEORGE MASON UNIVERSITY EXPERIENTIAL LEARNING AGREEMENT

THIS EXPERIENTIAL LEARNING AGREEMENT ("Agreement"), dated this ____ day of _____, 20__ (the "Effective Date"), is made by and among

("Student"),

("Site"),

and George Mason University ("University"), an educational institution and agency of the Commonwealth of Virginia, (together, the "Parties"). The purpose of this Agreement is to place Student in an off-campus work assignment with the Site, as part of an experiential learning program ("ELP"), consistent with the learning outcomes of the syllabus and offered by the University for academic credit.

Description of ELP

Student

Name: _____

G#: _____

Email: _____

Phone: _____

Site

Organization or Agency Name: _____

Address: _____

Site Supervisor: _____

Title: _____

Email: _____

Phone: _____

Mason

Faculty Supervisor: _____

Title: _____

Email: _____

Phone: _____

Term of ELP (Start Date – End Date): _____

Syllabus (link): _____

Description of Student Responsibilities for the ELP:

Learning Objectives:

The following documents are attached and are incorporated herein by reference:

1. Attachment A: Terms and Conditions
2. Attachment B: Student Participation Consent Agreement

The Student, the Site, and the University agree with the above terms, and with the terms and conditions of the Attachments.

Student:_____

Date:_____

Site:_____

Date:_____

University:_____

Date:_____

EXPERIENTIAL LEARNING AGREEMENT
ATTACHMENT A
TERMS AND CONDITIONS

1. Definitions.

- a. "ELP" or Experiential Learning Program means an off-campus, structured hands-on learning experience at Site (internship/externship/practicum) for the benefit of the Student, in which Student performs work under the supervision of the Site Supervisor for which the student will receive academic credit upon successful completion.
- b. "Site Supervisor" means a Site employee, agent, or volunteer, who is responsible for monitoring and supervising the Student throughout the ELP.
- c. "Faculty Supervisor" means a University faculty member who places and/or monitors the Student in the ELP.

2. Termination. The Site or the University may terminate this Agreement at any time without cause, provided that any student currently engaged in the ELP shall be given the opportunity to complete it, if possible.

3. Site Responsibilities.

- a. *Site Supervisor.* Site shall provide Student with a Site Supervisor. The Site Supervisor shall monitor and supervise the Student throughout the ELP.
- b. *Program.* Site shall provide Student with experiential learning opportunities consistent with the syllabus (Link) and the student responsibilities stated in the ELA.
- c. *Insurance.* Site shall maintain in force during the Term of this Agreement, general and professional liability insurance, insuring Site and its agents and employees for their acts, failures to act or negligence, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Site agrees to advise the University of any changes in this insurance coverage. Site will provide University a Certificate of Insurance ten (10) days prior to the start of performance of this Agreement. Continued evidence of insurance shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no longer required by this Agreement.
- d. *Compliance with Laws.* The Site shall at all times remain in compliance with all applicable Federal and State laws and regulations.
- e. *Orientation.* Site shall orient both Faculty Supervisor and Student to the Site's rules, policies, regulations and procedures.
- f. *Performance Evaluation.* Upon request of the Faculty Supervisor, Site shall assist the University in the evaluation of the Student's ELP participation, learning and performance.
- g. *Disclosure of Known Risks.* The Site shall disclose to Student known risks associated with Student's participation in the ELP.

4. University Responsibilities.

- a. University will assign to Site only those Students who successfully complete any necessary prerequisite courses.
- b. University will assign a Faculty Supervisor to monitor the Student throughout the ELP.
- c. The University is responsible to the Student for academic supervision and grading.
- d. *Insurance.* The University is an agency of the Commonwealth of Virginia and is self-insured by the Commonwealth of Virginia Risk Management Plan for all claims up to the maximum provided by the Code of Virginia. The University, its agents, Students (while participating within the authorized scope of a clinical, internship, externship, or other ELP in order to meet pedagogical requirements), and employees are covered to the extent provided in the Plan. This insurance does not cover the operation of Site vehicles. Additionally, the Plan may not provide coverage for the Student while participating in the ELP if the Student is also an employee of the Site. All determinations regarding Plan coverage are made by the Department of Risk Management and not the University. The University will provide a Certificate of Insurance upon request.

5. Student Responsibilities.

- a. *Registration*. Student must register and pay tuition for the University course prior to the commencement of the ELP.
- b. *Insurance and Health Care Costs*. Student is responsible (either out of pocket or through their health insurance) for any and all medical expenses incurred due to injury, loss or illness sustained while participating in the ELP. The University recommends Student maintain sufficient health, accident, and hospitalization insurance for the duration of the ELP. Site may require that Student obtain health insurance in order to participate in the ELP and Student should ask Site whether this is a requirement.
- c. *University Honor Code, Code of Student Conduct, Catalog and Policies*. Student understands and agrees that Student and ELP activities are at all times bound and subject to the George Mason University Honor Code, Code of Student Conduct, Catalog and Policies.
- d. *Consent Form*. Student agrees to sign the consent agreement attached as Attachment B.
- e. *Disclosure of Known Risks*. Student shall ensure that Site discloses to Student and Student is aware of known risks associated with participation in the ELP.

6. COVID-19.

- a. Student must comply with all University and Site policies, procedures, and directives regarding COVID-19. If Student experiences symptoms associated with COVID-19 or becomes exposed to someone infected with COVID-19, they must notify the Site Supervisor and Faculty Supervisor and follow CDC recommendations regarding self-isolation and/or quarantine.
- b. Site must be in compliance with all applicable federal, state, and local laws, regulations, rules, guidance, or executive orders pertaining to COVID-19.

7. General.

- a. *Independent Contractors*. The relationship of University and Site to each other is solely that of independent contractors. University and Site shall not be considered an employee, agent, partner or fiduciary of the other. Nothing in this Agreement shall be construed to create any partnership or joint venture between the Parties.
- b. *No Employment or Compensation*. No Student will be considered an employee of either the University or the Site as a result of participation in the ELP and the Student shall not displace any of Site's regular employees. In addition, the Parties understand and agree that Students will not be entitled to compensation for their participation in the ELP or be entitled to a job at the conclusion of the ELP.
- c. *Liability*. To the extent provided by the laws of the Commonwealth of Virginia, the University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Agreement. Site agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Agreement. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia or require the University to indemnify, defend, or hold harmless Site for claims brought against Site.
- d. *Nondiscrimination*. The Parties agree not discriminate on any basis prohibited under state or federal law or University policy.
- e. *Confidential Information*. Neither party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law. The Parties shall also advise Students regarding the confidentiality of records and Site may request a Student sign a confidentiality agreement provided by the Site prior to participation in the ELP.
- f. *FERPA*. All student data shall be considered to be confidential and any release of information shall be in compliance with the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. §1232g; 34 CFR Part 99) and Code of Virginia § 23.1-405(C). Site and its employees shall be considered a "school official" with "legitimate educational interests" in University education records, as those terms have been defined under FERPA and its implementing regulations, of any student participating in the ELP, to the extent those records are necessary for the student's

participation in the ELP. Site and its employees agree to abide by the limitations and requirements imposed on school officials, only use the education records for the purposes related to the student's participation in the ELP, and not share such data with or disclose it to any third party except as required by law, or authorized in writing by the University.

- g. *Amendment to Agreement.* No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the Parties.
- h. *Applicable Laws.* This Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under such laws, the other provisions or parts of this Agreement will remain in full force and effect. All disputes arising under this contract shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.
- i. *No Assignment.* Neither party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without the Parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the Parties and their successors and assigns.
- j. *Force Majeure.* Neither party shall be responsible for any delay or failure in performance resulting from any cause beyond its control, including, without limitation, war, terrorism, strikes, civil disturbances, national or regional health emergencies (including outbreaks, epidemics, and pandemics, regardless of whether such health emergency existed as of the Effective Date of this Agreement), and acts of God.
- k. *Final Agreement.* This Agreement and attachments constitute the entire understanding of the Parties and supersedes all prior oral or written agreements with respect to the subject matter herein.
- l. *Advertising.* Site shall not use, in its external advertising, marketing programs or promotional efforts, any trademark, mark, data, pictures or other representation of the University except on the specific written authorization in advance by the University.

EXPERIENTIAL LEARNING AGREEMENT
ATTACHMENT B
STUDENT PARTICIPATION CONSENT AGREEMENT

This Participation Consent Agreement is for all students in George Mason University's experiential learning program ("**ELP**") (i.e. internships/externships/practicums), including without limitation, students, faculty, staff, George Mason University and the agencies and individuals cooperating with the University. The student must sign this Agreement, with parental or guardian approval if the student is under the age of 18, to indicate agreement with the terms and conditions of the Agreement and permission to participate in the designated ELP.

Student Name: _____

Student G#: _____

College/School: _____

Course Prefix/Number: _____

Course Title: _____

I understand that participation in any ELP involves some element of risk, including, without limitation, potential exposure to COVID-19 and other diseases, property damage or loss, personal injury, bodily injury, and death and that the University cannot guarantee my or my property's safety. By participating in an ELP I am voluntarily assuming these risks.

I understand that the University recommends I maintain sufficient health, accident, and hospitalization insurance for the duration of my participation in the ELP. I further understand that it is my responsibility to obtain, maintain and pay for such health insurance. By signing below, I am certifying that, regardless of my insurance coverage, I understand that I am financially responsible for any and all medical treatment related expenses that I may incur due to any injury, loss or illness I may sustain while participating in the ELP.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

Signature of Student

Date

Printed Name of Student

Semester/Academic Year

Signature of Parent or Guardian
(if Student is under the age of 18)