



## School of Natural Sciences STUDENT SERVICES

### Academic Internship/Research Proposal Information and Guidelines

The primary goal of an internship is to assist the student in applying concepts and skills acquired in his or her academic program to the work situation, to acquire job-related competencies not available within the university environment and to gain work experience through the relationships and responsibilities encountered on the job.

#### Eligibility

1. The student must be in good academic standing and have completed at least one semester at UC Merced. Advanced standing is preferred.
2. The student must be enrolled at the time of the internship. For summer internships, students must enroll in summer session.
3. The student should have sufficient academic background to undertake the internship. In cases of internships taken towards the academic major, students should have completed at least one upper division course in the area or other work as required by the faculty sponsor.

#### Guidelines

1. Academic credit is granted as a 195 or 199 course with variable units, depending on the type of internship. 195 can only be used if research is being conducted. The value is determined by the number of hours worked during a semester:
  - 1 unit=3 hours per week
  - 2 units= 6 hours per week
  - 3 units= 9 hours per week
  - 4 units= 12 hours per week
2. Course is offered as P/NP grading option only, unless letter grade is required for major requirement.

#### Application Timelines

As internship proposals should be given a great deal of thought and consideration, planning should begin well before the registration period for the semester in which the internship will be performed. A student can only register for an internship with approval of the faculty sponsor and the SNS Office of the Dean.

*By end of WEEK 1 of instruction*

*Academic Internship Proposal and Learning Contract* signed by student and faculty sponsor, SNS Academic Advising (SE1 270) and Student Career Center. Complete and upload completed *Academic Internship Proposal and Learning Contract* to [Independent Study form](#).

*Throughout semester*

Students completes hours and maintains contact with faculty sponsor as required.

*Last week of instruction*

Student submits all materials to the faculty sponsor for grading. Student completes internship evaluation as required by Student Career Center. Faculty submits final grade and completes internship evaluations as required by Student Career Center.

**Academic Internship/Research Application**

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|  |                        |
|--|------------------------|
| Student Name:                              | UCM ID#:               |
| Student Email:                             | Faculty Sponsor:       |
| Student Major/Minor:                       | Class Level:           |
| Semester Internship Undertaken:            | Hours per week:        |
| Start date:                      End date: | Is this position paid? |
| Internship Site:                           |                        |
| Site Supervisor:                           | Phone:                 |
| Site Address:                              |                        |

**Student and Site Supervisor to Complete**

|                       |
|-----------------------|
| Position Description: |
|-----------------------|

## Academic Internship Learning Agreement

To be completed by student and faculty member prior to the beginning of the internship experience.

| <b>Learning Objective/Outcome</b><br>(What I intend to learn) | <b>Strategies</b><br>(How objective/outcome will be achieved) | <b>Evaluation Methods</b><br>(How my progress for each objective will be measured) |
|---|---|--|
|   |   |  |
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|   |   |  |

### Faculty to Complete

Means of evaluation for final grade: List below the journal, readings, projects and/or papers which will be required. Include a due date for each assignment. These assignments must be agreed upon between the student and faculty.

| <b>Assignment</b> | <b>Due Date</b> |
|-------------------|-----------------|
|                   |                 |
|                   |                 |
|                   |                 |

### Required Signatures

|   |       |
|---|-------|
| Faculty signature:  | Date: |
| <ul style="list-style-type: none"><li>Does the faculty sponsor plan to do a site visit?</li></ul>   |       |
| Student signature:  | Date: |
| <ul style="list-style-type: none"><li>I understand that this form will be forwarded to the Student Career Center for the purposes of data collection and staff follow-up.</li><li>I understand that I am responsible for any fees incurred by my enrollment in this course.</li></ul> |       |
| Site Supervisor signature:  | Date: |
| SNS Dean Designee:  | Date: |
| Student Career Center Designee:   | Date: |