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 the summer session:
   - Six Week Session = 1 unit equivalent to 8 hours research/week
   - Eight Week Session =1 unit equivalent to 6 hours research/week
   - Twelve Week Session = 1 unit equivalent to 4 hours research/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 Center for Career & Professional Advancement. Faculty submits final grades and completes internship evaluations as required by Center for Career & Professional Advancement.

Academic Internship/Research Application

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:

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

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.

Assignment	Due Date

Required Signatures

Faculty signature:	Date:
• Does the faculty sponsor plan to do a site visit?	
Student signature:	Date:
• I understand that this form will be forwarded to the Center for Career and Professional Advancement for the purposes of data collection and staff follow-up. • I understand that I am responsible for any fees incurred by my enrollment in this course.	
Site Supervisor signature:	Date:
NS Dean Designee:	Date:
CCPA Designee:	Date: