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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 experiences 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**

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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.

<i>By end of WEEK 1 of instruction</i>	<i>Academic Internship Proposal and Learning Contract and Summer Only Independent Study Form</i> , signed by student and faculty sponsor, SNS Academic Advising (SE1 270) and then submitted to the Career Center for final signatures.
<i>Throughout semester</i>	Students completes hours and maintains contact with faculty sponsor as required.
<i>Last week of instruction</i>	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 grade and completes internship evaluations as required by Center for Career & Professional Advancement.

**Academic Internship/Research Application**

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	achieved)	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:
<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 Center for Career and Professional Advancement 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:
NS Dean Designee:	Date:
CCPA Designee:	Date: