

Syracuse University Internship Proposal/Agreement PST 270

Complete this two-page form to earn credit (recorded on the academic transcript as Experience Credit) for an internship. This form must be submitted and approved before the start of the internship.

Student intern, please complete ALL information on this page:

Student Name _____ SUID # _____

College(s) _____ Major(s) _____ Level Fr So Jr Sr
(during int'p) Grad Non-matric

E-mail _____ Phone _____

Semester or Summer Session (choose one):

Fall Spring Summer Sess I (6 wks.) Summer Sess II (6 wks.) Summer Comb. Sess (12 wks.)

Is this internship being done through SUAbroad? : Yes No

Year Internship Start Date: _____ Internship End Date: _____

Course: Dept/Coll 3-Letter Prefix: PST Course Number: 270.M002 **NOTE TO REGISTRAR: Enroll Student in Section M002**

Number of credits: _____ x 45 hours = _____ (minimum number of internship-related hours to be worked)

Title: Experience Credit Grading Basis: letter grade A-F or pass/fail (undergrads only)

Class number (to be assigned by Registrar's Office --student, **do not** fill in) _____

SU Faculty Sponsor Name (printed) William D. Coplin Coll & Dept. PST

E-mail wdcoplin@maxwell.syr.edu Last 4 digits of SUID _____ 1908
(Faculty member please provide)

Student is responsible for checking with academic department and/or college for rules on number of credits and grading basis.

- Internships must be registered for the academic term in which the internship work is begun.
- Internships which extend over two terms (but not two summer sessions) must be registered as two separate internships.
- Minimum 45 total hours of internship work required per credit. More than the minimum may be worked without registering for additional credits, and all hours worked under faculty oversight during the stated term are considered part of the internship.
- Registration for credit-bearing Experience Credit **cannot** be done retroactively for an internship performed without faculty oversight.

Internship Site Information

Organization name & physical address: _____

Organization contact's (E.g., Intern Coordinator or Human Resources): Name _____

Title, e-mail, phone number: _____

Intern's site (work) supervisor: Name _____ Title _____

E-mail _____ Phone _____

Does the organization require credit registration as a condition of doing this internship? YES or NO

I understand that tuition will be charged for internship credits on the same basis as it is charged for other credits during the same academic term (fall, spring, or summer).

I understand that Internships that do not extend over the entire semester or summer session are considered "flexible format" and have deadlines unique to that internship. (Please contact internship or registrar staff for deadlines specific to your internship.)

Signed (student) _____ **Date** _____

INTERNSHIP LEARNING AGREEMENT

Faculty sponsor and/or student, please fill in clearly and completely.

1. Objectives / learning goals: What does the student want to learn from this internship? Learning objectives are the following 10 basic skill sets, which include 38 skills. Refer to the [SkillsWin](http://skillswin.syr.edu/) database at <http://skillswin.syr.edu/>

1. Taking Responsibility
2. Developing Physical Skills
3. Communicating Verbally
4. Communicating in Writing
5. Working Directly with People
6. Influencing People
7. Gathering Information
8. Using Quantitative Tools
9. Asking and Answering the Right Questions
10. Solving Problems

2. Anticipated activities and tasks of internship: How does student expect to accomplish the learning? Complete agreed upon internship/worksite hours (45, 90, **or** 135) and required assignments. Refer to the [syllabus](https://www.maxwell.syr.edu/paf/Course%20Information/) at [https://www.maxwell.syr.edu/paf/Course Information/](https://www.maxwell.syr.edu/paf/Course%20Information/) for a complete list of assignments.

3. Required supplemental assignments and communication with faculty sponsor
Complete the required assignments and respond to emails in a timely manner (assignment schedule and communication expectations outlined in the syllabus).

4. Criteria for assessing student's academic performance:

As for a final evaluation, the worksite/internship supervisor's evaluation of the student and their completion of the requirements in the PST 270 syllabus will determine their "grade."

Agreed:

Student Signature

Date

Faculty Sponsor (obtain signature from 102 Maxwell Hall)

Date

Internship Proposal/Agreement Approved:

Student's academic advisor: Signature _____

Date

Dept. chair/college rep.: Signature _____

Date

College Undergraduate/Graduate Office: Signature _____

Date

PST 270 Learning Contract

(Revised 9/5/18)

PST 270 is a course that requires timeliness, attention to directions, and fulfillment of requirements. In registering for this course, you agree to do the following:

Academic Requirements:

A. Fully register for the course:

i. Fill out the PST 270 Internship Proposal/Agreement form available at the College of Arts and Sciences Advising Office and Policy Studies Office. You must obtain the following signatures:

- a) **Student's Academic Advisor (Major Advisor)** - Contact your Major Advisor for their signature. For Policy Studies Majors, see either Angela Ward in 102 Maxwell (Mon-Thurs 9am-4 pm) An appointment with Coplin is not necessary for this signature.
- b) **College Undergraduate/ Graduate Office** - Regardless of your home college, you must get this signed by the College of Arts & Sciences Advising Office.

ii. Deliver the completed form to the Office of the Registrar (106 Steele Hall). Processing of this form can take up to 3-5 business days. Check your My Slice periodically to monitor your enrollment status. After submitting the form, email Angela Ward and Rosa Cleary at <mailto:taforpaf270@gmail.com> for further instruction.

B. Complete the assignments listed below by the stated deadlines. Materials for these assignments are available on the course Blackboard.

1. Career Services' Reporting Requirements – 5 points
2. Linked In / Handshake – 5 points
3. Resume Submission – 5 points
4. Weekly Hours' Logs – 10 points
 - a. 1 credit – 45 hours
 - b. 2 credits – 90 hours
 - c. 3 credits – 135 hours
5. Time Management Assignment – 5 points
6. Budget Assignments – 5 points (2.5 points each)
7. Skills' Assessments – 10 points (5 points each)
8. Dale Carnegie Assignment – 5 points
9. Trend Line Graph Practice Assignment – 5 points
10. Policy Memo Assignment – 10 points
11. Final Electronic Portfolio – 15 points
12. Complete agreed upon hours – 20 points

This is course is graded A-F based upon the criteria outlined in the syllabus.



10 Skill Sets for Success in Career and Citizenship

To improve your skills and get more information please email skillsexperienceproject@gmail.com or visit database.skillswin.com



Skill Set 1: Taking Responsibility

- 1 · Motivate Yourself
- 2 · Be Ethical
- 3 · Manage Your Time
- 4 · Manage Your Money



Skill Set 6: Influencing People

- 19 · Manage Effectively
- 20 · Sell Successfully
- 21 · Politick Wisely
- 22 · Lead Effectively



Skill Set 2: Developing Physical Skills

- 5 · Stay Well
- 6 · Look Good
- 7 · Type Well
- 8 · Write Legibly



Skill Set 7: Gathering Information

- 23 · Search the Web
- 24 · Use Library Holdings
- 25 · Use Commercial Databases
- 26 · Conduct Interviews
- 27 · Use Surveys
- 28 · Keep and Use Records



Skill Set 3: Communicating Verbally

- 9 · Converse One-on-One
- 10 · Present to Groups
- 11 · Use Visual Displays



Skill Set 8: Using Quantitative Tools

- 29 · Use Numbers
- 30 · Use Graphs and Tables
- 31 · Use Spreadsheet Programs



Skill Set 4: Communicating in Writing

- 12 · Write Well
- 13 · Edit and Proof
- 14 · Use Word Processing Tools
- 15 · Master Online Communication



Skill Set 9: Asking and Answering the Right Questions

- 32 · Detect Nonsense
- 33 · Pay Attention to Detail
- 34 · Apply Knowledge
- 35 · Evaluate Actions and Policies



Skill Set 5: Working Directly with People

- 16 · Build Good Relationships
- 17 · Work in Teams
- 18 · Teach Others



Skill Set 10: Solving Problems

- 36 · Identify Problems
- 37 · Develop Solutions
- 38 · Launch Solutions

Brought to you by the Syracuse University

SKILLS THROUGH EXPERIENCE
project