

## **Huxley College Internship Policy**

Most majors offered by Huxley College require students to complete 10-15 credits of work outside of the classroom. The internship, ESCI/ENVS 498B, is one option for fulfilling this requirement. Internships are typically composed of three phases – the planning phase, internship phase, and the report-writing phase. During the planning phase, the student is responsible for locating and securing an internship. Students meet with their faculty advisor to create an internship contract that will establish the learning objectives and guidelines for internship evaluation and reporting. During the internship phase, the student completes the work as outlined in the internship contract. During the report-writing phase, the student writes the report which is reviewed and evaluated by the faculty advisor. The internship report should include an official cover page, information on the internship host institution, an introduction to the internship, a description of duties and responsibilities, results of the internship work, and an assessment of the experience. The format can follow the report template included at the end of this document or one recommended by the faculty advisor. After the report has been approved by the faculty adviser, the internship report is submitted in a digital (.pdf) format. Completed reports are available on the Huxley Internship Report server (accessible to Western students, faculty and staff only).

To register for internship credits, students require an override from their faculty advisor or from the Huxley College Internship Coordinator. The quantity of internship credits to be earned correspond to the number of hours of work completed during the internship phase (30 hours per credit) and students must be enrolled for credit during the internship phase. However, some of the internship credits can be taken during the internship planning and report-writing phases as well.

### **Huxley College Internship procedures**

1. Planning phase
  - In consultation with the faculty adviser, the student secures an internship position
  - Student reviews Huxley College Internship Contract with Faculty advisor. Internship contracts must be completed prior to the internship phase.
  - Student can register for internship credit (ENVS/ESCI 498B) with approval from faculty adviser.
  - Student files a copy of their internship contract with the Huxley College Internship Coordinator.
2. Internship phase
  - Student registers for internship credit (ENVS/ESCI 498B).
  - Student completes the internship work (per Internship Contract)
  - Student corresponds with faculty adviser and completes required reports (per Internship Contract)
3. Report-writing phase (Report writing can be concurrent with the internship phase.)
  - Student can register for internship credit (ENVS/ESCI 498B)
  - Student completes a draft of internship report and submits the draft to the faculty adviser
  - After approval, student revises and formats the report following the guidelines available at <https://huxley.wvu.edu/internship-report-instructions>
  - Student delivers digital .pdf file (with scanned signature page) to instructor
  - Faculty adviser reviews and approves final Internship Report

## INTERNSHIP REPORT TEMPLATE

### I. STUDENT/INTERN INFORMATION

|                       |                    |
|-----------------------|--------------------|
| NAME:                 | W#:                |
| MAJOR:                | CONCENTRATION:     |
| INTERNSHIP TITLE:     |                    |
| PERIOD OF INTERNSHIP: |                    |
| AVG. HRS. PER WEEK:   | TOTAL HRS. WORKED: |

### II. HOST INSTITUTION INFORMATION

|                                 |                   |
|---------------------------------|-------------------|
| INST. NAME:                     |                   |
| INST. ADDRESS:                  |                   |
| INST. MISSION:                  |                   |
| SUPERVISOR NAME:                | SUPERVISOR TITLE: |
| SUPERVISOR CONTACT INFORMATION: |                   |

### III. INTRODUCTION

[Provide an introductory description of your internship, including a brief overview of the project or program on which you worked, the objectives of that project or program, and your role as an intern within that project or program; approximately 250 words.]

### IV. DESCRIPTION OF DUTIES AND RESPONSIBILITIES

[Provide a detailed description of your duties and responsibilities, including any relevant background information; approximately 1,250 words.]

### V. OUTCOMES

[Provide a detailed description of the results of your internship work, including all relevant data in tables and figures; approximately 750 words.]

### VI. ASSESSMENT

[Provide an evaluation of (a) the success of the project(s) on which you worked and/or the effectiveness of your host institution; (b) your contributions to the project(s) and/or fulfillment of the host institution's mission; and (c) the skills and experience you gained through this internship; approximately 750 words.]

### VII. LITERATURE CITED

[Provide bibliographic information for references, where applicable.]

### VIII. APPENDICES

[Attach copies of relevant supporting documents. Include as Appendix I a signed letter from your supervisor, on the host institution's letterhead, stating that you have completed the internship according to the organization's expectations and that you have completed the required number of hours of internship work.]