

STETSON UNIVERSITY

Internship Pre-Approval Form

Instructions:

- The first step to obtain credit for your internship is completing this pre-approval form.
- After completing the form, please set up an appointment with the Faculty Internship Coordinator in your department.
- **You will need to bring this form completed to your meeting.**

Student Information

Name: _____

Student ID #: _____

Stetson E-mail: _____

Major(s): _____

Minor(s): _____

Semester to register for internship: FALL: ____ SPRING: ____ SUMMER: ____

Internship Course Title (include course prefix and number): _____

Full Unit: _____ Half Unit: _____

Have you completed a previous internship for credit: Yes: ____ Semester/Year: ____ No: ____

Place of Internship:

Organization Name: _____

Organization Web Address (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Information about the Position:

Position Title: _____

Estimated Start date: _____ Estimated End Date: _____

Is this internship paid? Yes No

Hours worked per week: _____

Supervisor Information

Supervisor name: _____

Supervisor position title: _____

Supervisor email: _____ Supervisor phone number _____

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Learning Objectives (see pages 3 & 4 for assistance):

- 1.
- 2.
- 3.
- 4.
- 5.

Provide a brief job description (or attach description):

Describe the office environment including dress code expectations:

Describe a tentative work schedule:

HOW TO WRITE LEARNING OBJECTIVES FOR INTERNSHIPS

What's the point?



SET LEARNING GOALS

Learning objectives provide a framework for what you expect to learn during the internship experience. Be sure to review them throughout your experience to ensure you are reaching your goals.

How do I start?



THINK AHEAD

It can be helpful to use the following prompt to help define learning goals:

By the end of my internship, I will be able to.....

What am I learning?



RELATE IT TO YOUR MAJOR

Is this learning outcome related to what I have learned in the classroom?

How will I apply concepts and theories from class to my internship experience?

How does it impact my future?



CAREER PREPARATION

What professional skills do I need to develop during this internship?

How might this experience solidify or change my career goals?

Other tips?



USE YOUR RESOURCES

- Work with your internship site-supervisor to align your common goals
- Course syllabi provide great examples to work with and tailor to your needs
- Use the list of CaPD action verbs from the website
- Ask faculty and the CaPD team for advice!

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LET'S PRACTICE!

Learning Outcomes:

1. _____

2. _____

3. _____

4. _____

5. _____

Action Verb Word-bank:

Develop	Analyze	Compare	Evaluate
Examine	Research	Review	Survey
Maintain	Observe	Prepare	Organize
Assess	Assist	Cooperate	Support
Monitor	Initiate	Share	Revise
Consult	Define	Outline	Communicate
Participate	Serve	Secure	Utilize
Learn	Conduct	Design	Improve
Involve	Market	Influence	Collaborate
Study	Improve	Apply	Determine

Strong Learning Outcome Example:

Participate in the development of a communication plan to better understand how the Functional Theory of Political Campaign Communication Discourse is utilized during election season.