

Honors Internship

Since it is impossible to offer Honors sections for every course at the College, all students are encouraged to consider the option of **upgrading to the Honors level their individual participation in any existing course, including an Internship.** This option is available to honors students enrolled in the day division of the University who have a 3.25 or better GPA.

The “upgrade” must be initiated during the add period (first two weeks of term) by submitting for approval the INTERNSHIP UPGRADE INTENT form to the Director of the Honors Program. This form, with the Faculty Internship Advisor and the Internship Program Director signatures, verifies the student’s intent and the Faculty Internship Advisor’s agreement to upgrade the Internship to the Honors level.

The student then has two additional weeks to submit a completed proposal to the Director of the Honors Program. Students who wish to be released from the obligations of undertaking this option, i.e. drop the upgrade, must do so in **writing** to the Director of the Honors Program before the end of the drop period. Students should check the semester schedule for the specific dates for these deadlines.

What Makes it Honors?

The factors differentiating an Honors Internship from a non-Honors Internship should not be related to the quantity but to the quality of the work involved. Any Honors course should require a high level of independent leadership, maturity and individual growth.

Since every “upgrade” is tailored to each student’s individual interest, it is difficult to define what activities/studies might be approved for Honor’s credit. It is, perhaps, easier to give some examples.

First, every student taking an Internship for Honors credit is **required to make a presentation related to their experiences.** The details concerning topic, audience, and timing are left to the individual student and Faculty Internship Advisor. These details must be part of the proposal.

The following types of activities might qualify for Honors credit:

- A. An in depth analysis of the global aspects of the industry in which the student is working.
- B. A series of personal interviews with appropriate business leaders.
- C. A report/video/slide presentation describing the environment of their work, suitable for use as a training device for incoming Internship students.
- D. Creative/original/entrepreneurial activities during the employment
- E. Market research/historical research/environmental impact research related to their employment.
- F. A challenging degree of responsibility or leadership required in the employment.

Preparing a Proposal

After obtaining the consent (and signature on the Intent form) of the Faculty Internship Advisor who has agreed to supervise the Internship, the student should prepare a proposal using the following format:

- Cover page with an abstract and the appropriate signatures. The abstract should be a brief description of the proposed project, approximately 100-200 words.

The full proposal should address the following:

- The rationale for the specified nature of the project
(**Why** is this an appropriate project?)
- The scope of the project, anticipate outcome of the project, final form of the submission
(**How much** work will be done and **what** will be the end result of this work in the way of reports, presentations, or other tangible items?)
- The schedule for submission of proposed work
(**When** will the project be completed?)
- The nature of the intended work, and/or a listing of special resources required, including permission to use equipment, access to special holdings, scheduled interviews, etc.
(**How** are you going to accomplish what you proposed?)

The cover page of the proposal should be signed by the student, the Faculty Internship Advisor and Internship Program Director **before being submitted to the Director of the Honors Program**. Submissions should be made within the first four weeks of the term in which the student is enrolled in the Internship. No retroactive “upgrade” will be allowed.

A copy of the approved cover page will be returned to the student, the supervising Faculty Internship Advisor, and the student’s academic advisor. The original will be kept by the Honors Director.

Internship Upgrade Intent Form

(Please Print)

Student Name _____ Student ID# _____

Semester _____ Phone(s) _____

Mailing Address _____

Faculty Internship Advisor _____

Brief description of upgrade activities:

A full description of the upgrade activities, with an upgrade form, must be returned to the Honors Director by the end of the fourth week of the semester. Upgrade forms are available from the Honors Program website: <http://www.PhilaU.edu/honors> and must be signed by the Faculty Internship Advisor and student. A “completion of upgrade” form must be signed and returned to the Director of Honors after the completion of all upgrade activities.

Signatures:

Student _____

Faculty Internship Advisor _____

Internship Program Director _____

RETURN TO: Honors Program Director

Honors Internship Credit Cover Page

(Please Print)

Student Name _____ Student ID # _____

Major _____ Local Address _____

Phone(s) _____

Internship Advisor _____

Term of Enrollment _____

Abstract of intended “Honors” work (full proposal attached)

Signatures (to be collected by student)

Student: _____ Date _____

Faculty Internship Advisor _____ Date _____

Internship Program Director _____ Date _____

Honors Program Director _____ Date _____

If approved, a copy of this form will be returned to the student, the supervising faculty member, and the student’s academic advisor. Upon its successful completion, Honors work will be noted on the student’s transcript.

Further questions concerning this option should be addressed to the Director of the Honors Program or the Director of the Internship Program.

Honors Internship Completion Form

This form should be signed by the student and the Faculty Internship Advisor at the completion of the Honors upgrade work. The Internship credit on the student's transcript will be upgraded to Honors credit. This form should be returned to the office of the Director of the Honors Program.

(Please Print)

Student Name _____

Student ID# _____

Faculty Internship Advisor _____

Semester _____

The work described on the Honors internship Upgrade form submitted during the first four weeks of this semester has been completed.

Signatures:

Student _____

Faculty Internship Advisor _____

Honors Director _____