Student Procedures for Pre-Graduate School Internship

The Pre-Graduate School Internship fulfills the Career Related Internship Requirement. This internship may be pursued by fourth year students who plan to enroll in graduate school directly after commencement, and who have earned a grade point average of at least 3.0 as an Elmira College student.

1. Schedule an appointment with the Career Services staff at the GTL Student Learning Commons, to discuss program requirements, objectives, contracting, registration, supervisor role, and support services. You will be given a contract form during this orientation.

2. Discuss with your academic advisor your interest in completing a pre-graduate school internship and your degree of qualification to do graduate work. Your academic advisor will assist you with selecting a faculty supervisor and will serve as a consultant as needed throughout the internship. Your academic advisor will also assign your final internship grade.

3. Identify and invite a faculty member to serve as a faculty supervisor for your internship project. The faculty supervisor must be willing to serve in this capacity and have adequate time to oversee the quality and completion of your project. A faculty member in your field of interest may serve in this role.

4. Meet with your faculty supervisor to discuss the type of project that would be appropriate for your internship. Pre-graduate school internship projects can vary from original research in the sciences; building a portfolio of original artwork; a treatise on a historical, literary or philosophical subject; to a study of area social agencies or businesses with appropriate analysis, interpretation, and evaluation of data, etc.

5. Once you have obtained verbal approval from both your academic advisor and your faculty supervisor, prepare a contract to register for your pre-graduate school internship. With the guidance of your faculty supervisor prepare a brief, typed project proposal to be included in the contract. Sign the contract, then obtain the signatures of your academic advisor and your faculty sponsor.

6. Obtain further signatures from your Division Chair and the Dean of Faculty, who must be convinced that:
   - the quality of your undergraduate work makes the pre-graduate school internship a viable option for you.
   - your faculty supervisor is an appropriate choice to supervise your internship project.
   - the internship project will involve a high degree of continuous interaction between you and your faculty supervisor.
   - your proposed project is of the type and quality which, once completed will demonstrate your ability to conduct sustained graduate work and help qualify you for graduate school.
   - you and your faculty supervisor have a well-established project timeline and supervision schedule.

7. Bring the completed contract to the Office of Career Services, GTL Student Learning Commons, for the Director’s signature, which verifies that your internship preparation is in good order. (NOTE: You, your academic advisor, and your faculty supervisor will receive a copy of the completed contract through campus mail. A copy will be kept on file in the Office of Career Services.)

8. You may now register for your pre-graduate school internship. The contract must be completed before you will be allowed to register. Provide the Office of the Registrar either with a completed registration form (during a registration period) or with an add-drop form (within the first three weeks of the term in which you begin the project.) The form used must be initialed by the Director to verify that your contract is in good order. You should complete the contract and course registration prior to taking your project beyond the proposal stage.

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9. Just prior to completing your hours, submit a five paged typed reaction paper summarizing your project experience to the Office of Career Services, GTL Student Learning Commons. This paper should also include, but is not limited to, discussion of the following graduate school topic areas:
   A. Why you are interested in specific graduate schools (e.g., program, prestige, reputation, faculty, diversity of curriculum, etc.)
   B. Availability of scholarships, aid, graduate assistantships, and housing.
   C. Knowledge of application process and requirements (include copies of completed graduate school applications).
   D. How your project has helped you prepare for graduate study.
   This required paper will be placed in your internship file.

10. Your faculty supervisor must approve the completed project. Approval will be given only when the faculty supervisor is convinced that you have achieved a level of study equivalent to that of competent graduate school work.

11. Upon approving your project, your faculty supervisor will submit a brief written statement, approximately two to three paragraphs, evaluating your work to the Office of Career Services.

12. Your academic advisor will then be contacted, asked to review your internship file, and to assign a pass or fail grade for the internship. Once your file has been reviewed and graded, the Office of Career Services will deliver your grade to the Office of the Registrar.

NOTES:

1. The Pre-Graduate School Internship is intended to be completed by students in their final year of undergraduate study.

2. A student must be planning to attend graduate school beginning in the fall after commencement to qualify for the Pre-Graduate School Internship.

3. The internship, including all final paperwork, should be completed by the end of the term in which it is registered. If the completion of the internship project requires more time than is available in a single term, a student may register for the internship over a period of two terms. Incomplete grades for internships are discouraged.

4. Students who do not wish to be awarded credits may opt to request a waiver of the internship requirement upon completion of the above steps as approved by their academic advisor, faculty supervisor, Division Chair, and Dean of Faculty.

5. Because the duties of the faculty supervisor are so demanding, the number of students whom he or she could supervise at any time must necessarily be very small. The actual number will be left to the discretion of the Academic Dean in consultation with the Division Chair.

6. Due to the quantity and intensity of work involved in the Pre-Graduate School Internship, it is strongly urged that projects not be undertaken beginning in Term III.

7. Work already accomplished as part of another credit-bearing course does not qualify for inclusion in an internship project (e.g., artwork completed in an art course cannot be included in an internship portfolio; a major term paper cannot be used in a project literature review; etc).

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