

PLP Internship Program

Internship Guidelines

Whether or not you have an internship idea already, come in and discuss it with PLP Faculty/Staff and obtain a PLP Internship Contract at that time, then follow the process below:

1. Complete the PLP Internship Contract
 - a. The internship contract must be accompanied by a job description on the organization's letterhead in order to be considered.
 - b. You may only receive up to 4 credits for any internship per quarter.
 - i. 1 credit hour = 40 hours of intern work.
 - c. You must have a "B" average (3.0 GPA) or higher to be eligible.
 - i. Your APR will be verified.
2. Submit it for approval to the PLP Coordinator
 - a. All internships must be approved **BEFORE** you begin. We will not retroactively approve an internship.
 - i. Your contract must be approved **NO LATER** than the third week of the quarter you do the internship.
 - b. Once your internship has been approved, the PLP office will process the credits.
3. Obtaining your grade/final credit for your internship
 - a. The PLP office will conduct a mid-term evaluation with your employer/internship supervisor.
 - b. At the end of the internship, your employer/internship supervisor will be sent a performance evaluation sheet. This must be completed the same quarter of your internship and returned to Mimi Bau or you will not receive credit.
 - c. You must submit a reflection paper (see Leadership Integration Paper).
 - i. This paper should be turned into Mimi Bau no later than the last day of scheduled classes for the quarter the internship was completed in order to be considered for grading.
 - ii. You will receive an incomplete if not completed. **NO LATE PAPERS WILL BE ACCEPTED.**

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Internship Contract – LDRS 3980

Internship guidelines:

1. Please complete this form completely and legibly and submit to Mimi Bau prior to the beginning of your internship.
2. It will then be sent to the appropriate office to receive academic credit for your internship.
3. A letter grade will be posted at the conclusion of your internship, based upon your evaluation and Leadership Integration Paper.

Student Information:

Student _____ Student I.D. _____

Phone _____ E-mail _____

Employer/Internship Supervisor Information:

Company/Organization _____

Phone _____ Fax _____

Supervisor Name _____

Supervisor Title _____

Address _____

City/State/Zip _____

Date of Internship: From (mm/yy) _____ To: _____

Quarter(s) applied to: _____ Credit per quarter: _____

Quarter(s) applied to: _____ Credit per quarter: _____

Average Number of Hours Per Week: _____

Estimated Total Number of Hours: _____

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Short synopsis/description from the student (*IN ADDITION, attach a job description on company letterhead*):

Student Requirements:

At the conclusion of the internship experience, students will complete a Leadership Integration Paper in order to receive their Internship grade. This paper should be 1500-2000 words and describe what you learned about leadership and how you can apply it to your personal growth. Integrate your learning back to classroom literature and teaching in your analysis. This paper should be turned into Mimi Bau no later than the last day of finals the quarter the internship was completed.

I, _____, understand the internship contract/process and will adhere to its requirements.

Student Signature _____ Date _____

Supervisor's Printed Name _____

Supervisor Signature _____ Date _____

PLP Faculty Signature _____ Date _____

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Leadership Integration Paper

At the conclusion of the internship experience, students will complete a Leadership Integration Paper in order to receive their Internship grade. This paper should be 1500-2000 words, double-spaced, 12-font type and include a reference page for any footnotes or citations. There should be a minimum of three references/citations. The paper should answer the following questions:

- 1) What did I learn about leadership either through observing others and/or taking on leadership roles? Apply any theoretical analysis that is appropriate, using literature from PLP classes and citing your sources in the paper and reference at the end in a reference page.
- 2) What did you learn about yourself, your assets, liabilities and personal growth? Be sure to apply leadership principles such as the LPI and other past inventories and readings that might help you frame the learning.
- 3) How will you apply your learning from this internship in future career, service or personal choices? While we cannot predict our futures specifically, we can specifically identify values and behaviors that are important to us. Discuss these using specific examples.

This paper should be turned into Mimi Bau no later than the last day of scheduled classes for the quarter the internship was completed.