

INTERNSHIP REQUIREMENTS AND PROCEDURES

Department of Liberal Arts and Sciences
Social Entrepreneurship and Design Thinking Concentration

Internship is a requirement for all junior and senior Social Entrepreneurship and Design Thinking concentration students. Internship is a 6-credit hour activity that students must complete before starting the end of October during their senior year. All students who have fulfilled the requisite eligibility requirements will be authorized to take internship, write an internship report, and defend their report before the Social Entrepreneurship and Design Thinking Faculty Commission Board.

The purpose of the internship process is to allow all students to apply their accumulated theoretical knowledge to real social entrepreneurial situations. The internship is a compilation of theoretical background, description and assessment of real-world problems, and proposing an advisory solution that becomes an individual statement of the students' analytical entrepreneurial acumen.

*Please read this handbook carefully, it contains important information that student interns will be held responsible for knowing.

STUDENT ELIGIBILITY AND INTERNSHIP REQUIREMENTS

Please note that the following requirements reflect departmental policy for internships. Students not meeting ALL of these requirements should not apply.

- The student must be an SEDT student at American University of Central Asia
- The student must be of junior or senior standing.
- The student must fill out the internship application form and have all necessary signatures
- The student must work with Career Office to prepare their CV and cover letter
- The student must print out Intern Timesheet and Community Learning Agreement forms once they land on internship
- Students are required to work a minimum of 120 hours at the internship site over the course of a 16-week semester or during summer vacation.

APPLICATION PROCEDURE

1. Fill out and submit the completed application form and the academic advisor signed. You must also work with a Career Office on how to get a professional resume free of errors and ready to be received by prospective internship agencies.

**The application and all materials must be submitted by the posted deadline for Fall, Spring and Summer.*

2. Once your application has been verified and approved, the Concentration Coordinator will contact you to schedule a meeting.
3. During the meeting with the Coordinator, professional objectives and placement opportunities will be discussed. You will be given information on contacts for possible placements and interview introduction forms.

CREDIT, ARRANGING PLACEMENT, AND ASSIGNMENTS

Internship is a 6-credit activity that students must complete before starting the end of October during their senior year.

Internships are intended to represent new learning experiences. They are also intended to involve the student in the complete employment process. Students are thereby strongly encouraged to choose their internships based on the perceived value of the learning experiences. However, internship **credit is not given** for current or past employment activities. Furthermore, internship **credit is not given** retroactively for previous internships that the student may have completed. All internships must be arranged and performed within the geographically suitable area for students. Students may **NOT** arrange internships at family-owned agencies.

ASSIGNMENTS

Because students receive academic credit for internships, the Social Entrepreneurship internship course requires that certain set of assignments be completed and that corresponding deadlines be met on time:

1. Once a student is approved for an internship by an organization, s/he should arrange a meeting with her/his internship manager to review the Internship Job Description. The student and internship manager must establish specific

objectives to be accomplished during the internship and adhere to them as closely as possible.

2. The Student must provide a detailed timetable* of the days per week and the number of hours per day that the intern is to spend at the internship site (the student should be assigned a total of 12-15 hours per week during the academic year, and a total of 15 hours per week during the summer). The timetable should be approved by the internship manager at the end of every two weeks**.

**print out the timetable*

***see the sample on the form*

3. Student must submit the evaluation form Community Learning Agreement (pages 2-3)

GRADING CRITERIA

Upon receiving evaluation form from internship manager and student internship report the concentration coordinator will determine whether the student **PASS or FAIL** the internship credit. Once the coordinator approves the grade it will be sent to the registrar's office to be added into the student transcript.

CONCLUSION

While internships are a tremendous benefit to the students, there are a number of potential risks to both the student and the University. The intern is not expected to serve as a "gopher," and "expert," or a "volunteer." The Social Entrepreneurship and Design Thinking Concentration and the Liberal Art and Sciences department are concerned that all interns be treated with respect and that their educational experience receive the utmost priority. It is understood that certain professions require employees to do a reasonable amount of clerical work (i.e. emailing, photocopying, FAXing, stuffing envelopes, etc.). However, these tasks should not represent the bulk of the student's internship experience. From time to time, there have been reports of exploitation of student interns. The Coordinator of the SEDT concentration reserves the right to terminate the internship of any student where suspected exploitation and/or harassment is taking place. Students are strongly encouraged to report any type of

exploitative or harassing behavior to the Coordinator. Examples of this type of behavior might include: being asked to do additional tasks unrelated to the internship, pressure being placed on the intern to develop personal relationships with the company manager or other members of the company, or any type of sexual innuendo or overture being made towards the student by an organization manager or any of the organization members.

At the same time, students should realize that while they are participating in the internship program, they represent the American University of Central Asia, department of Liberal Art and Sciences . The opportunities available to succeeding students depend on the record of diligence, achievement, and good will achieved by current interns. Students are encouraged to be particularly selective when choosing an internship company. However, once a student assumes the responsibilities of being an intern at the company, s/he should see the internship as a priority commitment. Many times, students drop classes when their schedules get too busy; dropping an internship, however, can have severe consequences for the University and subsequent students interested in a particular organization. Such an action can also create a hardship situation for the internship company. Students behaving irresponsibly at internships will forfeit their privileges to procure future internships through the Department of Liberal Art and Sciences.

Students are encouraged to maintain regular contact with the Academic Advisor and Concentration coordinator who will be available to discuss concerns related to the internship. If problems develop during the internship, they should be reported to the Director immediately.