



OVERVIEW

The University Honors Program places a high value on experiential learning, as it is a critical component for holistic student development. Therefore, students are eligible to earn Honors credit for research and internship experiences completed through a department at the University or through an approved off-site location. Students must submit a written agreement to the University Honors Program and abide by the criteria below to earn credit.

GUIDELINES

- Internship/research placement: Students are responsible for securing their own internship or research position. We recommend that students make arrangements at least 1-2 months prior to the projected start date.
- Formal agreement: Students must complete the Honors Internship and Research Agreement form at the start of the semester to receive Honors credit. Forms are due by the first Friday after the beginning of classes for the semester. Summer agreements are due by May 1. **Failure to complete this form by the specified deadline may prevent you from receiving Honors credit. Honors credit will not be awarded at the conclusion of the internship/research experience if the student did not complete the agreement at the start of the semester.**
- Project approval: Honors Internship and Research agreements must be approved by Honors Program staff at the start of the semester.
- Faculty sponsor: Students are required to have a faculty sponsor for their project. For positions within the university, this should be the faculty member overseeing the work. For positions outside the university, this should be a faculty member who can vouch for the academic merit of the internship or research position (i.e. from the same academic discipline).
- University credit: Students are permitted to pursue Honors credit for internships or research through their own department or through the Honors Program.
 - ◊ If the student receives departmental credit for the internship or research, the student will receive the same amount of Honors credits. For example, a 2 credit-hour internship will count for 2 Honors credits.
 - ◊ If a student is not earning departmental credit, he/she must enroll in HR4910 or HR4840 for internships and research, respectively. The number of registered credits will be based on the amount of time worked. One Honors credit will be awarded for every 80 hours worked (maximum 3 credits for 240 or more hours worked).
- Learning agreements: Students who are not receiving departmental credit must submit an internship or research learning agreement to the Honors Program at the start of the project. The learning agreement must include a description of the duties the student will perform, a description of the training the student will receive, and a description of the students' learning objectives. This agreement must meet expectations of undergraduate level work and indicate direct application to the student's major course of study. Students will be required to meet regularly with their internship or research supervisor to review progress on the learning agreement.
- Final project: Students are required to submit proof of hours worked and a final writing assignment documenting their research/internship experience upon completion. The format will vary considerably depending on the discipline and type of experience. Students completing a research experience may submit a final report detailing the results of the research. Students completing an internship may reflect on the value of the internship and the implications for future career plans. This assignment should not be merely a summary of your activities. Students may propose alternative assignments to document their experience (e.g., a photo journal, video, etc.).

UNIVERSITY HONORS PROGRAM



Student Information

Name:		Student Banner ID:	
Class Level: <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR		Semester/Year: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20__	
Major:		Email:	Telephone: () -
Faculty Sponsor:		Faculty Email:	

Internship/Research Site Information

Organization:		Telephone: () -	Fax: () -
Site Supervisor:		Supervisor's Job title:	
Address:		Supervisor's Email:	
City:	ST:	Zip code:	Start date: / / End Date: / / Hours per Week:

Description of Internship/Research

Please type your responses and provide answers with specific details to each of the following questions:

1. List your academic, professional, and personal learning objectives. Describe what you hope to learn and accomplish from this experience.
2. Provide a complete job description outlining your specific responsibilities, projects, and/or tasks to complete during your internship/research.
3. Describe the type and frequency of the feedback you will receive from your site supervisor. When and how will your job performance be evaluated?
4. Describe your arrangements for contact with your faculty sponsor (meetings, email, phone, etc.).
5. How will you demonstrate to the Honors Program what you have learned (i.e. paper, journal, project, portfolio, etc.)?
6. When will you complete and submit your final project (MM/DD/YYYY)?



Agreement: Please read carefully and sign below.

Student:

I agree to and accept the academic and work assignments within this document. I understand and will adhere to the University Honors Program Internship/Research guidelines. I will complete all work and academic assignments to the best of my ability. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the employer's relevant policies/procedures, respect and honor Saint Louis University policy of Academic Integrity, and maintain appropriate standards of ethical conduct. I also agree to document the experience and turn in a final writing assignment or reflection paper and a log of hours to the Honors Program by the due date.

Student's Signature

Date

Site Supervisor:

I have discussed this internship/research learning agreement with the student and have agreed upon the learning objectives and assigned work components appearing in this learning agreement. I agree to provide assistance, training and consultation to the student in order to progress toward the learning goals and to meet with the student regularly. I understand that an employer evaluation will be mailed to me at the end of the semester. I will complete the evaluation form, meet with the student to discuss the evaluation, and return it to the University Honors Program at Saint Louis University by the requested date.

Site Supervisor Signature

Date

Faculty Sponsor:

I have reviewed the student's internship/research learning agreement and discussed the academic component of this internship with the student. We have reached the learning objectives as indicated above. I further agree to meet regularly with the intern to discuss the internship/research experience. I agree to review and discuss the Site Supervisor's evaluation with the student at the culmination of the experience.

Faculty Sponsor Signature

Date