

## **CIVICUS Capstone (BSCV 302) Internship Guidelines Spring 2018**

### **PURPOSE**

This capstone internship is to provide CIVICUS Associates in their final semester supervised, hands-on experience in an area related to engaging the community through non-profit work, political engagement, outreach, research, or industry.

### **REQUIREMENTS**

**RESPONSIBILITIES:** Interns should have significant pre-professional work with on-site supervision.

Responsibilities may include:

- Research
- Attending professional meetings
- Report writing
- Data collection
- Data analysis
- Preparing correspondence
- Editing documents
- Updating websites
- Training and development
- Constituent, client, patient or student assistance
- Event and program planning and implementation
- Development
- Communication
- Program evaluation

Clerical tasks should not exceed twenty percent of the intern's duties.

**ON SITE REQUIREMENTS:** Interns need to be in one of the organization's physical locations at least 85 percent of the internship hours.

**PRIOR EXPERIENCE:** This must be a new internship and not a continuation of an internship or job held in the past.

**HOURS:** Interns must work a minimum of ninety hours over the course of the semester, excluding travel and meals.

**TIME LOGS:** Time logs of internship hours will be kept by the intern and the supervisor, approved by the intern supervisor, and submitted to the CIVICUS Director on a set schedule. Only hours on signed time logs submitted by the due date will count towards the required ninety hours.

**COMPLETION:** Capstone internships are to be completed between January 24 and May 11. Do not plan on completing the BSCV 302 internship in the summer. Interns who do not complete the ninety hours by May 11 will have a grade reduction based on the percentage of hours the did not complete.

## **APPROVAL**

Before Associates will be able to register for BSCV 302 their internship must be approved in writing by the CIVICUS Director or Associate Director. The block on your registration will only be lifted upon approval of the internship. Please note that successful completion of BSCV 302 is required for the CIVICUS citation. Students will not be added to BSCV 302 after the end of the schedule adjustment period.

## **THE INTERNSHIP CONTRACT**

A CIVICUS Capstone Internship Contract, signed by the intern and the intern supervisor, is due to the CIVICUS Director by the end of schedule adjustment in spring. The purpose of this contract is to assist the student and intern supervisor. This is a document the intern creates in consultation with the internship supervisor. It must include:

- Start and end dates
- Agreed upon dates for planned time off (e.g. religious observances, spring break)
- Required daily work hours, attire, and work space
- Both party's goals, objectives, and expectations
- A plan to meet the goals, objectives, and expectations
- A regular meeting schedule for on-going feedback & evaluation

## **GRADING FOR BSCV 302:**

BSCV 302 is a three-credit course. Two-thirds of the grade will come directly from the internship supervisor (at times in consultation with the CIVICUS Director) based on the Intern Evaluation Form. If the supervisor does not submit an Internship Evaluation Form by May 15, the grade will be registered as a zero. One third of the grade will come from a course on internships and professional development.

## **SCHOLARSHIPS:**

Students with internships outside of College Park can apply for a limited number of scholarships to off-set the cost of travel. Students must have secured their internship by December 15 to be considered for the scholarship. The application and more information will be provided later in the semester.