

BLUFFTON UNIVERSITY
Bluffton, Ohio
PRACTICUM / INTERNSHIP APPLICATION

Student Name (Last, First, Middle) _____

Semester _____

Major(s) _____

Academic Year _____

Student ID Number _____

Advisor _____

Dept. _____ Number _____ Title of Course _____

The above-named practicum/internship has been approved for _____ semester hour(s) of credit by the _____ department. The practicum/internship will fulfill the following requirement/s (i.e. major requirement, major elective, minor, concentration, or split between two requirements, etc.): _____

Organization Name & Address of Internship/Practicum: _____

(Please include zip code)

Dates: _____

Description attached: _____

On-site supervisor: _____

On-site supervisor contact information (phone and email): _____

Is this a paid internship (optional)? _____

If so, what is the pay rate (optional)? _____

This form with signature of both the department chairperson and the supervising faculty member must be filed with the registrar's office prior to registration for the experience (internship/practicum/field work).

The study description (see below) should be attached to this form.

All work to be handed in for evaluation is due on the first day of scheduled exams. Grades are due at the time grades are due for other courses.

Signed: _____
Student

Bluffton University faculty internship supervisor

Approved: _____
Faculty advisor

Department chair

Tuition is included in range billing during the academic year but is billed per hour for summer internships.

Guidelines for Internship and Practicum Experiences

Description of proposed experience must include:

- Title of experience and designation of area of work
- Statement of objectives
- Description of experience
- Method of evaluation
- Initial Bibliography (when applicable)

Educational Objective

Bluffton University grants academic credit for internship/practicum experiences directed toward clearly defined academic objectives. The function of academic-arranged experience is to integrate the knowledge, theory, and skills learned in the classroom with practical experience. Each academic division offering academic internship/practicum experiences delineates the educational objectives for its respective program.

Criteria for Involvement

Students must meet the academic and personal qualifications of the academic division supervising the experience. The academic division's policies ensure that the student has the knowledge and skills required for the field experience. Students are expected to have junior or senior status. The selection process for evaluating applications and establishing appropriate deadlines for applications are determined by each academic department.

Supervision and Evaluation

Each academic division identifies the faculty responsible for supervising the experience, i.e., arranging the placement, helping define the experience, identifying and collaborating with the on-site supervisor, and evaluating the experience in cooperation with the on-site supervisor. The faculty supervisor has the final responsibility for determining and reporting the grade.

Course Requirements

1. A written description of the proposed experience as indicated above.
2. Completion of designated contact hours.
3. Completion of identified requirements as indicated in evaluation process.

Assignment of Credit

One semester hour of academic credit corresponds to approximately 40 hours at the internship/practicum location.