

## KINS 195A – Field Experience/Internship Instructions

**Read instructions thoroughly prior to submitting this contract to the department.**

### **IMPORTANT INFORMATION**

- **All sections must be completed in ink and legible. Incomplete contracts will not be processed.**
- All contracts are due to the department office by **Friday of the second week of the semester**. Any contract submitted after that date will not be accepted.
- **Do not begin field experience/internship until the contract has been processed by the department office and you have been enrolled in the course with the appropriate unit value.**
- Field experience/internship hours must be completed the semester in which you enroll for the course. Hours from a previous semester, winter, or summer will not be accepted.

### **Contract and Enrollment Instructions (all fields must be completed and contact information must be current)**

- **Section A:** Complete this section with site supervisor. Site supervisor's signature is required. Unit value must be checked based on hours you will complete.
- **Section B:** Complete and sign where indicated.
- **Section C:** Check appropriate internship option in consultation with Faculty Advisor. The Faculty Advisor must sign where indicated.
- Submit **original contract to the department office for enrollment; faxed or copied contracts will not be accepted or processed.**
- **Notify the department office in writing of any contract changes immediately** (i.e., site, supervisor information, description of duties, etc.). **A new contract may be required.** Unit value cannot be changed after census date.
- Incomplete grades from a prior KINS 194/195 will prevent students from enrolling in future internships. Incompletes are reviewed and considered on a case-by-case basis.
- Registration holds or unit caps will prevent the department from completing the registration process for this course. It will be the student's responsibility to follow-up with the appropriate department(s) to have holds removed.

### **Internship Guidelines**

- Follow the policies and procedures of the internship site.
- Attendance is crucial. Be present and punctual on assigned days.
- You must act and dress professionally at all times.
- Each internship site is different, duties and responsibilities may vary. Be enthusiastic and willing to learn.
- Communication skills are essential. Demonstrate initiative and interest in assigned tasks.
- **Any concerns regarding your site should be reported to your Faculty Advisor in writing immediately.**

### **Grading**

KINS 195A Field Experience/Internships are **Credit/No Credit** (CR/NC) courses. You must complete all requirements as instructed by your Faculty Advisor in order to receive full credit.

KEEP A COPY OF THIS AND ALL INTERNSHIP INFORMATION FOR YOUR RECORDS. PROSPECTIVE EMPLOYERS MAY ASK FOR PROOF OF YOUR FIELD EXPERIENCE.

**Students may not use any of the following activities as part of on-campus KINS 194/195 internship series:**

1. Tutoring Students
2. Grading and/or evaluation student work
3. Clerical, technical or custodial labor
4. Training students in the use of equipment
5. Conducting small discussion groups
6. Supervising class related activities/labs
7. Handling classroom equipment
8. Performing classroom/lab demonstrations
9. Maintaining faculty office hours
10. Performing classroom/lab instruction
11. Creating assignments for students
12. Preparing course materials
13. Administering examinations
14. Assessing student performance
15. Assisting a faculty's research by:
  - a. developing and operating research equipment
  - b. preparing and caring for research materials
  - c. collecting and arranging data
  - d. developing source materials
  - e. summarizing reports
  - f. searching for research literature and compiling bibliographies
  - e. assisting in the conduct of experiments



**KINS 195A-Field Experience/Internship Contract**

**Prior to submitting a contract read instructions carefully. All contracts are due by Friday of the second week of the semester.** Any contract submitted after that date will not be processed. Do not begin field experience/Internship until the contract has been processed by the department office and you have been enrolled in the course with the appropriate unit value (verified via Student Center).

<b>Section A. Site Information</b> (All fields must be completed in ink and legible; <b>complete section with site supervisor</b> )			
Name of Agency (Print full name)		Agency Website	
Mailing Address	City	State	Zip
Phone (     )	Fax (     )		
Site Supervisor Printed Name, Position/Title			Email Address
Learning outcomes/Description of duties (please be detailed in your description):			
Select One Unit Value: <input type="checkbox"/> 1 unit=45 hours/semester <input type="checkbox"/> 2 units=90 hours/semester			
Site Supervisor Signature			Date / /
<b>Section B. Student Information</b> (complete and sign where indicated)			
Student Printed Name (as it appears on current student records)			
Student ID #		Email Address	
Phone Number (     )			
Student Signature			Date / /
Faculty Advisor's Printed Name			
Faculty Advisor's Signature			Date / /

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 For office use only:    Date Enrolled: \_\_\_\_/\_\_\_\_/\_\_\_\_    Staff : \_\_\_\_\_    Course Code: \_\_\_\_\_  
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