



## Internship Policies and Procedures at AUN

An internship is an opportunity for students to combine academic study with substantial work experience. Many programs require an internship to ensure students' receive valuable professional experience within their field. An internship is not strictly work experience and is complemented by a rigorous academic component above and beyond the working hours. All students are strongly encouraged to read the internship policy in the catalog before applying for an internship.

### Internship Policies

- The baseline requirements for enrollment in an internship are the successful completion of 60 credit hours and a CGPA of 2.0 or above (***these requirements may and do vary per major***).
- For every credit earned of internship credit, a minimum of 60 hours of training or work is required (e.g. a total of 180 hours of internship experience equates to three (3) credit hours) and must run for at least 6 weeks.
- The internship must be completed prior to the beginning of the following semester.
- Registration for internship credit falls within the same add/drop schedule as on campus courses.
- An internship cannot satisfy a general education requirement but can be used as a free elective or degree requirement (e.g. major advised elective) if approved by Department Chair.
- In order for the credit to satisfy a degree requirements, students must take the internship for a letter grade (A-F).

### How to Register for an Internship

- Step 1 Secure an internship position (consult with Career Center or Faculty Advisor for more information about possible organizations to contact) and request letter from the organization verifying your placement in internship.
- Step 2 Identify a faculty member who may be willing to oversee the course of study within the appropriate department. Approach the faculty member to request that s/he oversee your internship.
- Step 3 Meet with the supervising faculty member to establish the academic requirements (i.e. learning outcomes, research paper requirements and timelines, etc.) and outline them on the internship syllabus.
- Step 4 Complete the Internship Application and submit to the appropriate department chair with the letter of verification from the employer, the Internship Agreement and internship syllabus attached.
- Step 5 Submit the signed and completed forms, along with all the required documents to the Registrar's office before the end of add/drop. It is the student's responsibility to ensure that his/her internship application has been approved before beginning the internship.

### Requirements for Credit

1. **Final report (50%)** - - A 10-15 page paper will be required at the end of the semester. The paper should not be a review of the internship experience but, instead the paper should explore a topic specific to the internship (e.g. 'The impact of the petrochemical industry on the environment in Rivers State'). An integration of research and practice should be demonstrated in the final paper.
2. **Final presentation (20%)** - - An oral presentation will be required of all interns after the completion of the internship where faculty and students will have the opportunity to ask questions about the internship experience.
3. **Employer Evaluation (15%)** - - The on-site supervisor of the intern will be asked to submit a written evaluation at the end of the semester. The faculty supervisor can either use the formulated AUN internship evaluation or design his/her own evaluation.
4. **Log book (10%)** - - The written record of hours worked and activities performed will be used in assessment of interns daily experiences and achievements.
5. **Additional coursework (5%)** may be required on the internship syllabus/application.



## INTERNSHIP APPLICATION FORM

Prior to completing this form please carefully read the internship policy and procedures. The following must be attached to this form (1) letter of verification from employer (2) summary of academic requirements (i.e. learning outcomes, research paper requirements and timelines, etc.) (3) Internship Agreement. After obtaining the proper signatures, students must submit this form and attachments to the Registrar's office prior to the close of add/drop. All internships will be registered for A-F grades.

### STUDENT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
ID Number A000 \_\_\_\_\_ AUN E-mail \_\_\_\_\_  
Mobile Number \_\_\_\_\_ Catalog Year \_\_\_\_\_ CGPA \_\_\_\_\_  
Class Year JR/SR Credits Completed \_\_\_\_\_ Credits In Progress \_\_\_\_\_  
Major (include concentration) \_\_\_\_\_ Minor \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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### INTERNSHIP DETAILS

Subject Code \_\_\_\_\_ 493 School & Department \_\_\_\_\_  
Internship Title/Internship Site Name \_\_\_\_\_  
Semester/Year \_\_\_\_\_ Intended Credits (1-6) \_\_\_\_\_  
Faculty Supervisor (Print Name) \_\_\_\_\_  
Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

#### ACADEMIC REQUIREMENTS OF INTERNSHIP\*

#### OTHER REQUIREMENTS OF INTERNSHIP

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Final Paper                        | <input checked="" type="checkbox"/> Employer Evaluation |
| <input checked="" type="checkbox"/> Final Presentation                 | <input checked="" type="checkbox"/> Completed logbook   |
| <input type="checkbox"/> Other (e.g. Weekly Journal, Blog posts, etc.) | <input type="checkbox"/> Other                          |

\*Attach Internship syllabus to this form (with a detailed explanation of each requirement outlined above)

### AUTHORIZATION

Department Chair's signature \_\_\_\_\_ Date \_\_\_\_\_  
Dean's signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOR OFFICIAL USE ONLY

Letter of Verification  Summary of Academic Requirements  
 Office of the Registrar \_\_\_\_\_ Date \_\_\_\_\_



## INTERNSHIP APPLICATION FORM

**Students must attach this agreement when submitting their 'Internship Application' to the Registrar's Office.**

NAME \_\_\_\_\_

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

PHONE \_\_\_\_\_

TITLE \_\_\_\_\_

### **Description of Job Requirements and Duties:**

### SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

This agreement must be signed by the employer and student. Copies signed by the faculty advisor will be returned to the student and employer.

The undersigned have read and agree to all the conditions set forth.

Student \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_



## INTERNSHIP APPLICATION FORM

This form is to be completed by the on-site internship supervisor and submitted directly (preferably via e-mail) to the Faculty Supervisor at the American University of Nigeria.

NAME OF INTERN				
FIRM/AGENCY			EVALUATOR	
Indicate on the scale below your evaluation of the intern during term with your firm/agency				
Characteristic	Above Average	Average	Below Average	Poor
Promptness				
Maturity				
Interest in Job				
Ability to Learn				
Communication				
Organization				
Team Work				
Ability to work independently				
Ability to work under pressure or deadline				
Ability to contribute to the organization				
Understanding of organizational procedures				
Acceptance and constructive use of criticism				



## INTERNSHIP APPLICATION FORM

1. What do you consider to be the intern's most significant strengths and weaknesses?
2. How could the intern improve?
3. Hypothetically, if your firm had an opening for a person with the background of this intern, would you hire him/her?

Yes

No

Why?

4. Would you be interested in having another AUN intern for a future semester?

Yes (If yes, please indicate briefly the intern's proposed responsibilities)  No (If no, please explain below.)

5. Do you have any suggestions for the improvement of the internship program?