



Center for Student Experience and Talent
Division of Enrollment Management and Student Success

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TEMPLATE FOR FACULTY TO USE

Internship Requirements

- Internship credits vary between 1-3 credits based on number of hours completed, with a minimum of 60 hours total during the semester. This makes it essential that that students get started within the few weeks.
- Site must be pre-approved with instructor, by way of this learning agreement. No sites will be considered where the student has not worked alongside the internship site to complete and sign this form.
- Internship learning goals should reflect the necessary technical and soft skills for the field of work the intern intends to pursue.
- Sites should be sure to provide an opportunity that will allow students to build their professional skills, community network, and develop an inclusive mindset related to understanding, communication, and if possible, skills in their desired field.
- A specific project or role that will allow the student to reflect on the experience in relation to their career goals.
- A complete the Learning Agreement (see next page) that is signed by the site and the student.

How to Identify / Select a Site

- Begin by thinking about where you have existing connections that will allow you to complete the requirements above. If you need assistance speak with faculty in your department or stop by the Center for Student Experience and Talent in Vogel Hall (drop-in hours are Monday-Thursday between 1:00-3:00pm)
- Explore potential positions from three angles:
 - Search agencies and organizations related to your area of interest or study and inquire.
 - Search internship listings and see if there are any listed in your area of interest or study.
 - Work with the Center for Student Experience and Talent and faculty to identify opportunities.
- Think through some of the logistics – What is the location? How will I get there? Do the hours match my availability? Will the position lead me to a professional network and build my skill set?

How to Formalize a Site

- Complete the Internship Agreement Form (see page 2) with your site supervisor and make sure the necessary signatures are obtained.
- Submit the form to your instructor by the Learning Agreement due date. All students must have a site secured before the second day of class.

Internship Agreement Form

To be completed by the intern supervisor and submitted by the student with both signatures

Student name:

Student Cellphone:

Agency / Organization name:

Agency / Organization address:

Supervisor name:

Supervisor email address & cellphone:

Start date & anticipated end date:

Please provide the tentative weekly schedule below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Position duties:

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-
-
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Learning Goals / Professional skills student will gain through this experience:

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Site Supervisor Signature _____

Student Signature _____