

# Carnegie Mellon University

## Office of the Vice Provost for Education

### Summer Internship Student Verification Form UNDERGRADUATES ONLY

**Students:** This form is to verify agreement by you, the student, to the conditions governing your Summer internship. This form *must be completed before you begin your internship!* In order for you to be registered for Summer, please return this completed form to Korryn Mozisek, Director of Integrative Learning, via email at: [kmozisek@andrew.cmu.edu](mailto:kmozisek@andrew.cmu.edu) before the first day of Summer One. If you have any questions, please reach out. Thank you.

#### 99-412 Summer Internship Learning Outcomes

After completing the internship, students will be able to:

- Identify connections between the internship experience and academic theories to demonstrate how academic theories apply or used within professional contexts.
- Identify skills developed at the internship that are important to professional success within the discipline.
- Explain major contributions of projects worked on or completed while at the internship site.
- Analyze how their internship experience contributes to their growth within professional and academic contexts.
- Discuss the gaps in knowledge and experience to allow them to identify areas of improvement and achieve their professional goals.

By initialing in each box and signing below, I acknowledge and consent that:

\_\_\_\_\_ The internship **must be unpaid**;

\_\_\_\_\_ The Internship Sponsor (herein referred to as employer) must complete an internship verification form. It must be returned to the attention of the Korryn Mozisek via email BEFORE the internship begins;

\_\_\_\_\_ The internship is designed as a **1.0 unit, pass/no pass grade option, for elective credit only**;

\_\_\_\_\_ Registration for the summer internship course (99-412A) is required. After **both internship verification forms** are received from student and employer, Korryn Mozisek, will determine if my proposed internship is eligible. If it is approved, the Internship Coordinator will then register me for 99-412A (students cannot register themselves);

\_\_\_\_\_ I will be billed tuition charges for this one-unit course, even though it is a tuition-free course. A credit will be issued to offset the billed amount to my student account. This includes any late fees assessed.

\_\_\_\_\_ It is normal procedure to be billed this way for the special internship course. I **will not pay the bill** when I receive it and will allow time for CMU Student Accounts to execute a credit to offset the charges.

\_\_\_\_\_ Content design and student evaluation will be monitored by Korryn Mozisek, as faculty sponsor, and an on-site internship supervisor;

\_\_\_\_\_ I am required to write and submit a reflection paper illustrating the educational value of my internship experience as it relates to the learning outcomes above via Canvas BEFORE the last day of summer classes;

\_\_\_\_\_ Failure to turn in a satisfactory reflection paper will result in receiving a No Pass grade for this one-unit course;

\_\_\_\_\_ Korryn Mozisek will contact my on-site supervisor to receive feedback on my individual Pass/No Pass grade. The supervisor must also complete an exit verification form to verify the internship was completed satisfactorily;

\_\_\_\_\_ For this class, research examining how critical reflection contributes to a student's development of core competencies while participating in experiential learning activities, like internships, undergraduate research or community-engaged learning is occurring by Richelle Bernazzoli, Korryn Mozisek, and Kim Piatt. The information gained from this study will help enhance future use of reflection in experiential learning in higher education. This research will involve your work in this course. You will not be asked

to do anything above and beyond the normal learning activities and assignments that are part of this course. You are free not to participate in this research, and your participation will have no influence on your grade for this course or your academic career at CMU. You may refuse or discontinue participation at any time without any loss of benefits to which you are otherwise entitled. If you do not wish to participate or if you are under 18 years of age, please send an email to Korryn Mozisek (kmozisek@andrew.cmu.edu) with your name, semester, and course number. The only risks to participants are those encountered in your everyday life. Participants will not receive any compensation and there is no cost to your participation. The data collected as part of this research may include student grades. All analyses of data from participants' coursework will be conducted after the course is over and final grades are submitted. All data will be analyzed in de-identified form and presented without any personal identifiers, although there is a minimal risk of a confidentiality breach. If you have questions pertaining to your rights as a research participant, or to report concerns about this study, please contact Korryn Mozisek (kmozisek@andrew.cmu.edu).

Please provide a brief explanation of the responsibilities you will be performing at your internship.

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Please provide a brief explanation as to how the duties you will be performing at your internship site relates to your major or minor studies at Carnegie Mellon. This should include an explanation as to how the internship will lead to growth in relation to your professional goals.

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Student Name: \_\_\_\_\_ Andrew ID: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_