WAYNE STATE
Irvin D. Reid Honors College

HON 3000 Field Learning: Independent Internship/Co-Op/Practicum

An internship, co-op, or practicum can be a valuable experience. The Honors College encourages students to secure experiences/positions related to their field. When a student has an independent internship/co-op/practicum, there are two ways to seek Honors credit and meet the HON 3000 Field Learning Requirement. First, a student may link the experience to a current course. The course must be one wherein the course outcomes relate to the experience. Students will use this form to request Honors credit for the course and for the position to meet the Field Learning Requirement. Secondly, when students are unable to link the position to a current course, they may seek Honors Directed Study (HON 4990) to meet the Field Learning Requirement. In these instances, students identify a faculty member to oversee the position.

Use this Proposal form to propose your Independent Internship/Co-Op/Practicum. Please note students must complete at least 25 hours, as well as a reflective assignment connecting the work to the academic content of the currently enrolled class. The student is responsible for coordinating all the criteria for a co-op/internship/practicum class and the additional Honors assignment to fulfill the Field Learning requirement. If the course is not paired with a current class, the student is also responsible for securing an appropriate faculty member to oversee and assess the internship/co-op/practicum and provide grade information for the 1-credit HON 4990 for which the student would register.

When planning to complete Field Learning, be sure to register for HON 3000. This is not a seated course and is a zero (0) credit course for which students earn satisfactory (S) or unsatisfactory (U) grades. It is paired with an approved course in the same semester. Earning a B or better (3.00) in both the course and on the Honors assignment/project will result in an S ("Satisfactory") for HON 3000. Regardless of whether the paired class is an Honors section or not, it will count as Honors credit towards the 28-credit University Honors requirement.

Tips for proposing an Independent Co-Op/Internship/Practicum project:

1. Make sure that the position and your function is stated clearly in your proposal.
2. Be specific in your proposal about the academic component of your project. If you are writing a paper, please state how many pages it is going to be. If you are doing a presentation, please state topic, intended audience, and length.
3. Getting all the details set with your professor can take time, so start a conversation at the beginning of the semester so that you can turn in your paperwork by the due date.
4. If you or your professor has any questions, please have them contact honors@wayne.edu and an Honors Academic Advisor will assist.

Independent proposals are subject to review by the Honors College

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<u>HON 3000</u> <u>PROPOSAL FORM</u> Independent Co-Op/Internship/Practicum

Course: *Dept: _____No:_____* Term: _____

Instructor-Student Agreement

I agree to the Proposal as outlined on page one. I understand that the arrangement may be altered or cancelled during the semester with the consent of all parties involved (instructor, student, and Honors College representative).

☐ Check, if part-time

Student: _____ Faculty Member: _____

Banner ID: _____ E-mail: _____
Phone: _____ Faculty Title:_____
Signature**:** _____
        NOTE: For online programming – a forwarded email or screenshot of dialog with instructor is acceptable.

Co-Op/Practicum/Internship Partner

Place of service: _____
Address:_____
             Street   City   Zip Code
Number of Hours Planned (25 minimum per semester) _____

Contact Person with Phone Number: _____

Signature of Contact Person: _____

        NOTE: Due to online programming – a forwarded email or screenshot of dialog with
                           your instructor is also acceptable.

Checklist (completed by Honors student):

☐ Must have a 3.3 cumulative GPA

☐ Check the 'Title' of your Professor (See Item #1 on the Tips page)

☐ Attach course syllabus **(not needed for HON HON 4990 courses)**

☐ Include typed proposal identifying the type of work to be performed and how this is academically linked to the coursework. Students will produce a gradable assignment. This is often through a reflective project (paper, presentation, blog, etc.) **MAX 3 PARAGRAPHS**

☐ Sign form and obtain Professor's signature. If using a part-time faculty member, the co-signature of the Department Chair is also needed. **GTAs and GRAs not permitted.**

☐ Submit form, syllabus, and proposal to honors@wayne.edu by the due date on the form.

☐ Late forms are not accepted unless extension requested **before** the due date.

☐ Complete the Hours Verification Form and submit by the end of the semester

Signature of Approval from Honors .:_____

Date received:	Entered into Spreadsheet:	GPA Confirmation:	Date of Requested Revision:	Evaluation:

ABN 07252022

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HON 3000 Co-Op/Internship/Practicum
Hours Verification Form

Student Name: _____ 9 Digit WSU ID# _____

Organization Name: _____

Contact Phone: _____ Contact Email: _____

Description, Location, Date, Time, of Co-Op/Internship/Practicum:

_____

_____

_____

_____

_____

Number of Hours Completed: _____

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date Received: _____ Initials: _____

Faculty Signature: _____ Date: _____

ABN 07252022

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CHECK THE TITLE OF YOUR FACULTY. To check the **Title** of your faculty, to see if they are full-time or part-time, please use the following steps:

a. Go to www.wayne.edu
b. Use the search tool and enter in the name of the Professor and click the **people** option
c. Click on the name of the Professor in the list of names that generates

The **Title** of the faculty is what you need to see.

i. If the **Title** matches any of those below, then they are considered a full-time faculty
  1. Professor, Associate Professor, Chair, Assistant Professor, Clinical Instructor, Director, Assistant Clinical Professor, or Associate Chair
ii. If the **Title** states PT UTF, then they are a part-time faculty, you must get the co-signature of the department chair before you submit your forms. Example: Adjunct Faculty
iii. If it states **Graduate Teaching Assistant** or **Graduate Research Assistant**, then this professor is <u>not</u> eligible to oversee the Co-Op, Internship, Practicum and you would not be able to use this class for the Field Learning requirement.

Ensure that the service is directly linked to the learning outcomes of the course being used. Make sure to state this connection clearly in your proposal.

Be specific about the academic/gradable component of your project. If you are writing a paper, state how many pages it is going to be. If you are doing a presentation, please state what it is on, who it is for, and how long it is going to be.

Getting all the details set with your professor can take time, so **start this conversation at the beginning of the semester**.

If you or your professor has any questions, please have them contact honors@wayne.edu and an Honors Academic Advisor will be able to assist.

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