

### Winter 2022 Deadline: February 10, 2022

#### **HON 3000 Fulfilling Field Learning with Independent Internship/Co-Op/Practicum**

An internship, co-op, or practicum can be a valuable experience. As such, the Honors College encourages students to secure 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 position to a current course. The course must be one wherein the course outcomes relate to the position. 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 of 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](mailto:honors@wayne.edu) and an Honors Academic Advisor will assist.

**Independent proposals are subject to review by the Honors College**



**HON 3000 PROPOSAL FORM**

**Independent Co-Op/Internship/Practicum** Deadline: February 10, 2022

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 course of the semester with the consent of all parties involved (instructor, student, and Honors College representative).

Student: \_\_\_\_\_ Faculty Member: \_\_\_\_\_

Check, if part-time

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: \_\_\_\_\_

**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 being performed and how this is academically linked the coursework. Students will produce a gradable assignment. This is often reflective (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 will also be needed. **GTAs and GRAs not permitted.**
- Submit form, syllabus, and proposal to honors@wayne.edu by the due date on the form.
- Late forms not be 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:
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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: \_\_\_\_\_

### **Tips for proposing an Independent Honors project:**

1. **CHECK THE TITLE OF YOUR FACULTY.** In order 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](http://www.wayne.edu)
  - b. Use the search tool and enter 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
  - d. The ‘Title’ of the faculty is what you need to see.
    - i. If the ‘Title’ matches any of the categories listed on the Proposal form, then they are considered a full-time faculty and you would check the corresponding box
    - ii. If the ‘Title’ states PT UTF, then they are a part-time faculty and you would need to get the co-signature of the department chair before you submit your forms
    - iii. If the ‘Title’ states **Graduate Teaching Assistant or Graduate Research Assistant**, then this professor is not eligible to oversee Honors work and you would not be able to use this class for the Field Learning requirement.
2. Make sure that the work is directly linked to the learning outcomes of the course being used. Make sure to state this connection clearly in your proposal
3. Be specific in your proposal about the academic/gradable 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 what it is on, who it is for, and how long it is going to be.
4. Getting the details set with your professor can take some time, so start this conversation at the beginning of the semester so that you can turn in your paperwork by the due date.
5. If you or your professor has any questions, please have them contact [honors@wayne.edu](mailto:honors@wayne.edu) and an Honors Academic Advisor will be able to assist.