

ODU Work and Professional Studies Internship Guidelines IDS 368

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All WPS majors considering an internship as their IDS Senior Integration Project should follow these guidelines. An internship can provide you the opportunity to gain first-hand experience in a professional setting of your choosing. You will also have the opportunity to integrate your academic and experiential knowledge.

Checklist to begin the Internship Process:

1. Schedule an appointment with the Faculty Director, Daniel O'Leary, to initiate your internship.
 - Meet with the Career Management Center's (CMC) College of Arts and Letters Liaison, Alice Jones, and/or the Internship/Coop Coordinator, Corey Boone
 - Complete a Resume and have it approved by the CMC AL Liaison.
 - Register with eRecruiting. Search eRecruiting for internship opportunities.
 - Attend an Internship Seminar.
 - Complete AL Learning Contract, which can be found at [CMC's A&L Co-op Internship Info. Website](#)
2. Once you have found an internship, contact the Faculty Director and CMC Internship/Coop. coordinator to report your placement.
3. Register for the IDS 368 Internship Course.
4. Complete the WPS Contract (available on the WPS website under curriculum)

Internship Requirements:

1. Keep a time sheet
 - You must complete 150 hours (3 credit hour course) or 300 hours (6 credit hour course).
 - You are required to keep a record of those hours. Your work internship supervisor must sign a time sheet weekly. Only hours directly associated with your placement will be counted toward the internship.
 - Timesheets must be submitted at the end of your internship.
2. Keep a Journal
 - You are required to keep a journal. The journal should critically reflect upon and analyze your internship experience, thinking about what you are learning each day. Notes, reflections, insights, connections, and critiques from work experiences, readings, and other relevant courses or experiences are to be recorded in your journal. Entries should reflect a serious effort to synthesize theory and practice. You are expected to write in the journal each time you work at the agency. Each entry should be $\frac{3}{4}$ of a page long.
3. Write a Final Paper
 - The internship will be concluded with a paper that reflects upon your experiences (utilizing your journal entries) and connecting it to academic research related to the internship experience. There are numerous topics you could base your research paper on, for example a particular issue you faced in your internship. The goal is to integrate what you have learned from the internship with what you have learned in your previous courses and what you will gain from additional research.
 - Identify an experience or topic about the job that you would like to research, it would be a good idea to start thinking about or even working on this project early in the internship process.
 - You are required to meet with your Faculty Director early in the semester to discuss preparations for your Final Paper.
 - Consider the following questions: What issues related to your topic does the research literature address? Does your intern experience coincide with the research literature you reviewed? How so? Or, does the literature fail to discuss issues that, in your experience, warrant additional research? Compare and contrast your experiences during your internship to the research literature on the topic.
 - Students who fail to conduct library research, and those who only summarize their experience, **will not pass the course.**
 - Requirements:
 - This paper should be 10-15 pages for 3 semester hours and 15-20 pages for 6 semester hours of credit.
 - A title page and works cited page are required (not included in the page requirement).
4. An updated Resume is due at the end of your internship, which should include your internship experience.
5. You must complete evaluations that are emailed to them by the CMC.
6. Course is Pass/Fail. Graded on academic performance and work performance.