



## Liberal and Interdisciplinary Studies Internship Procedures and Application form

### What is an Internship?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

To ensure that an experience is meaningful and educational, and thus eligible to be considered a legitimate internship, all the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

For more information, consult the [FIU Career Services Internship Page](#).

Internships can be paid or unpaid, but unpaid internships must be strictly educational in nature, and the experiences must be for the benefit of the intern, not the business. In most cases, unpaid internships will require you to register for an internship course. Internships have the added advantage that they can count towards an elective requirement, but the credits will not count towards your excess credits.

## **Internships in Liberal/Interdisciplinary Studies and Natural & Applied Sciences**

Students in Liberal/Interdisciplinary Studies and Natural and Applied Sciences may get academic credit for an internship by registering for up to zero to six credits of IDS 4949. Zero credits enable you to have the internship experience on your transcript without the cost of tuition. The appropriate number *hours per week* for each credit is as follows:

1 credit	3 hours
2 credits	6 hours
3 credits	9 hours
4 credits	12 hour
5 credits	15 hours
6 credits	18 or more hours

Associate Director Dr. Vanessa Sohan ([vsohan@fiu.edu](mailto:vsohan@fiu.edu)) will be your instructor of record.

### **Procedures**

1. Identify a sponsor who will agree to host the internship and provide supervision of the student.
2. Contact Dr. Sohan ([vsohan@fiu.edu](mailto:vsohan@fiu.edu)) to discuss the internship and get approval to proceed
3. Completely fill out the application form and get the signature of the sponsor and internship coordinator (from table above) or research advisor (for on-campus internships).
4. Complete and sign the attached Release and Assumption of Risk form
5. The internship sponsor must complete (and you return to us) the Standard Affiliation Agreement.
6. Return these documents to Dr. Sohan, who will approve your obtaining a permission number to register for the IDS 4949 internship course(s) from Ms. Tempestt Morgan at 305-348-2850.
7. After registering, you will be added to the IDS 4949 Canvas course. There, you will need to upload your completed internship application for archiving purposes, and complete an end-of-semester assessment that will help determine your grade for the internship course.

## Liberal and Interdisciplinary Internship Application Form (next 3 pages)

Please type the information into this file and email it to the Internship Coordinator, Dr. Sohan ([vsohan@fiu.edu](mailto:vsohan@fiu.edu)). If signatures are not electronic, scan and email the document.

***Student information needed:***

Name:

Panther ID:

Address: City, State, Zip:

Phone number:

Email:

*Indicate your Program of Study with an "X" Indicate all that apply*

Program	Track/Major	
Liberal Studies	Health and Human Concerns	
	Law, Business and Society	
	Humanities and Cultural Traditions	
	Education, Policy and Community	
Interdisciplinary Studies:	Regular	
	Fully on-line	
Natural and Applied Sciences		

Your year (e.g. Senior, Junior, etc):

Total completed credits:

What is your GPA?

Anticipated Graduation Date:

College of Arts, Sciences & Education  
Liberal and Interdisciplinary Studies Programs  
1010 SW 112th Ave (ZEB 210), Miami, FL 33199 Tel: (305) 348-2865; (305) 919-5859; Fax: (305) 348-3877  
Web: <http://liberalstudies.fiu.edu/>

***Information needed about your internship supervisor and organization:***

Name of Organization:

Address of Organization:

Website:

Name of Supervisor:

Position in  
Organization:

Phone number:

Email:

Does the Organization already have a Memorandum of Understanding (MOU) with FIU?

Yes            No            Unsure

How many hours per week will you be working?

(For a 3-credit internship it must average 8-9 hours per week for the 15 week semester)

This internship is

Paid:

Unpaid:

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*Learning Objectives (complete in consultation with your sponsor or faculty research advisor)*

A. Describe the work that will be performed in the internship:

B. What skills do you hope to acquire as a result of this internship (List)?

C. Please list at least three (3) learning objectives:(see “How to Write an Effective Learning objective” Dr. Sohan emailed):

Student Signature:

Date:

*Approval of Internship Supervision and Commitment to Provide Feedback:*

I approve this internship and will commit to providing feedback on the student’s performance:

Internship Supervisor Signature:

Date:

*Approval of Liberal Studies Internship Coordinator (or Faculty Research Advisor)*

I approve this application for internship credit for (indicate course prefix and number):

Signature of Internship Coordinator:

Date:



AFFILIATION AGREEMENT  
BETWEEN  
THE FLORIDA INTERNATIONAL UNIVERSITY  
BOARD OF TRUSTEES  
AND

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THIS AGREEMENT is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by and between THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES, on behalf of Florida International University, 11200 S.W. 8<sup>th</sup> Street, Miami, Florida 33199, hereinafter referred to as the "UNIVERSITY", and \_\_\_\_\_, whose address is \_\_\_\_\_, hereinafter referred to as "INSTITUTION".

**WITNESSETH**

WHEREAS, UNIVERSITY desires that students enrolled in the \_\_\_\_\_ Program of UNIVERSITY obtain experience at INSTITUTION; and

WHEREAS, INSTITUTION is offering to provide said experience in recognition of the need to train personnel.

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **FACILITIES:**

INSTITUTION agrees to make the following facilities available to UNIVERSITY in order to provide experience for STUDENTS:

- (a) INSTITUTION library facilities used by INSTITUTION staff members shall be open to STUDENTS.
- (b) Vehicular parking at INSTITUTION for STUDENTS.

2. **PROVISIONS FOR INSTRUCTION AND SUPERVISION OF STUDENTS:**

- (a) UNIVERSITY shall acquaint its STUDENTS with the rules and regulations of INSTITUTION. This does not preclude INSTITUTION from providing further orientation. INSTITUTION will provide UNIVERSITY with a current set of rules and regulations at least sixty (60) days prior to the beginning of each fall term, and promptly following any amendments to such rules and regulations.
- (b) INSTITUTION reserves the right to refuse its facilities and services to any STUDENT who does not comply with either the professional or other regulations of INSTITUTION or of any appropriate authority controlling and directing INSTITUTION.

(c) UNIVERSITY, through its faculty, maintains its responsibility for the instruction and academic supervision of Interned STUDENTS assigned to INSTITUTION; however, INSTITUTION shall assign a staff member to assist in providing on-site instruction and to provide on-site supervision of the students.

(d) Liability insurance coverage:

UNIVERSITY maintains general liability coverage with the State of Florida Risk Management Trust Fund for its faculty and employees; coverage is provided to the limits of the State's waiver of sovereign immunity, \$200,000 per person, \$300,000 per occurrence. A copy of this certificate of insurance will be provided to INSTITUTION upon request.

3. NON-DISCRIMINATION:

No person shall be denied access to or the benefits of this training program on the basis of race, color, sex, age, religion, national origin, marital status, handicap, or disability, unless otherwise allowed by law.

4. TERM OF AGREEMENT:

The initial term of this Agreement shall be from \_\_\_\_\_, 20\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_. This AGREEMENT shall be automatically renewed for yearly periods thereafter. Either party hereto may terminate this AGREEMENT at any time by giving to the other party notice in writing at least thirty (30) days prior to the intended termination date; provided, however, that all STUDENTS enrolled in the training program at INSTITUTION at the time of the notice of termination shall be given the opportunity to complete their training program at INSTITUTION, for a period not to exceed six (6) months.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the day and year first above written.

FOR THE INSTITUTION:

THE FLORIDA INTERNATIONAL  
UNIVERSITY BOARD OF TRUSTEES:

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Elizabeth M. Bejar

Vice President – Academic Affairs

Date: \_\_\_\_\_

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: \_\_\_\_\_

FIU Attorney