The purpose of this form is to create a detailed commitment between the student completing the internship or undergraduate research and the organization.

If travelling abroad, you must submit the CUNY Independent Travel Notification, Waiver, and Emergency Contact Form along with this form. If travelling away (outside the 5 boroughs of New York City but within the 50 states of the United States), you must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form along with this form.

**Instructions:** Students should complete Part I. The organization should fill out Part II. Both should discuss expectations and sign the form in Part III.

The student should take the completed and signed form to the Macaulay Honors College advisor prior to the first day of the internship. * The student must fill out the online internship evaluation at the end of the experience.

**Please review our internship definition below:**

Macaulay Honors College defines an internship as a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, an internship encompasses:

- Defined expectations
- Orientation and training
- Supervision and mentoring
- Evaluation of the experiences by both Macaulay Scholar and Supervisor
- Real work. While all entry-level positions involve clerical work, daily tasks in an internship should be substantive, with less than 35% clerical work.

Please see the last page for examples of substantive tasks interns can perform.

Fall/Spring Semester internships/undergraduate research: 10-12 weeks during academic year, 10-20 hours a week.

Summer internships/undergraduate research: Part-time, 6-10 weeks, 15-30 hours a week; Full-time, 6-8 weeks, 31+ hours a week.

*Note: There is a two week grace period for turning in this form to your Macaulay advisor. The position will not meet the Internship Requirement and/or be eligible for the Opportunities Fund after the grace period has passed.*
I. STUDENT INFORMATION (to be completed by student and discussed with supervisor)

Student Name:_________________________________________________________________

Campus:__________________________ Graduation Year:_____________________________

Major:__________________________ Minor:_______________________________________

Current Address:__________________________

STREET APT

_____________________________________________________________________________

CITY STATE ZIP

Phone:__________________________ Email:_______________________________________

Semester of Internship/Undergraduate Research:☐ Fall ☐ Spring ☐ Summer Year 20____

How does this internship/undergraduate research fit into your future career plans?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

What are your learning objectives?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

*Note: There is a two week grace period for turning in this form to your Macaulay advisor. The position will not meet the Internship Requirement and/or be eligible for the Opportunities Fund after the grace period has passed.
II. ORGANIZATIONAL INFORMATION (to be completed by supervisor and discussed with student)

How did you find your internship/undergraduate research opportunity? ____________________________________________________________

Name of Organization: ___________________________ Department: ___________________________

Supervisor: ___________________________________ Title: _____________________________

Mailing Address: _________________________________________________________________

STREET    CITY    STATE    ZIP

Work Site Address: _________________________________________________________________

STREET    CITY    STATE    ZIP

Phone: __________________________ Email: _________________________________________

Type of Work Done by Employer: ___________________________________________________

Term of the internship/undergraduate research: from _____/_____/20_____ to _____/_____/20_____

The intern/undergraduate researcher will be expected to work ________ hours per week.

Is this internship/undergraduate research: ☐ Paid ☐ Unpaid ☐ Other

Students receiving small meal and travel stipends (maximum of $325) will be eligible to receive an internship stipend through the Opportunities Fund.

The organization will pay $ ____________ per ☐ hour ☐ month ☐ semester ☐ other to the intern/undergraduate research student.

Please specify any other forms of compensation that will be made by the organization to the intern/undergraduate researcher (i.e. travel reimbursement, MetroCard, meal stipend, etc.):

_______________________________________________________________________________

*Note: There is a two week grace period for turning in this form to your Macaulay advisor. The position will not meet the Internship Requirement and/or be eligible for the Opportunities Fund after the grace period has passed.
Intern’s/Undergraduate Researcher’s Title:  

Description of work intern/undergraduate researcher will accomplish (May be attached. Please use additional sheet if needed. Tasks should be less than 35% clerical):

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Describe the career related skills the intern/undergraduate researcher will develop:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Describe the training and onsite supervision (Who will provide it? How frequently? What methods will be used?)

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

III. SIGNATURES (to be completed by student and supervisor)
The student and the supervisor have discussed job duties, learning goals, pay, and expected hours. The student and supervisor have or will discuss relevant policies and procedures and conduct and deportment in the workplace.

Student Signature: __________________________ Date: ________________

Supervisor Signature: __________________________ Date: ________________

Macaulay Advisor Signature: __________________________ Date: ________________

☐ Student Copy ☐ Supervisor’s Copy ☐ Macaulay Honors College Copy

Note to student: To meet the internship/study abroad requirement, you must fill out the online internship evaluation at the end of the experience. This experience may meet the Macaulay internship requirement/be eligible for the Opportunities Fund if the internship meets the Macaulay Honors College guidelines listed on page one, subject to final approval by Macaulay Honors College.

Note to student and organization: Political lobbying may not occur during internship hours.  
*Note: There is a two week grace period for turning in this form to your Macaulay advisor. The position will not meet the Internship Requirement and/or be eligible for the Opportunities Fund after the grace period has passed.
Internship Definition and Examples of Substantive Tasks

An internship is a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, the internship encompasses defined expectations; real work; and dedicated orientation, training, supervision, and evaluation.

Goals and Nature of Work
• Clearly defined learning goals and expectations discussed prior to and at the start of the internship and continuously reviewed
• Varied tasks
• While all entry-level positions involve clerical work, internships are learning experiences. Tasks are primarily substantive with less than 35% of duties clerical.

Substantive tasks involve decision-making and engage and develop the intern’s abilities.
Substantive tasks include:
- Research
- Copyediting and writing
- Creating a website
- Designing publications
- Developing procedures
- Performing lab tests
- Interviewing patients
- Conducting surveys
- Writing marketing plan
- Facilitating workshops
- Performing software/hardware revisions
- Community outreach
- Preparing legal brief
- Creating financial forecast and cost recovery reports

Orientation, Training, and Supervision, and Evaluation
• Orientation covering mission, goals, organizational structure, and department procedures and policies
• Training on technical systems and tasks intern will conduct
• Dedicated supervisor(s) giving continuous feedback and meeting regularly to discuss progress
• Dedicated mentor(s) (can be same person as supervisor) promoting reflection, encouraging professional development, advising on the industry or field, and assisting in building skills
• Opportunities to network with senior staff members
• Written evaluations of intern performance during the middle and end of the experience

Timing
• Fall/Spring: 10-12 weeks during academic year, 10-20 hours a week
• Summer: Part-time, 6-10 weeks, 15-30 hours a week; Full-time, 6-8 weeks, 31+ hours a week

Preferred Additional Activities
• Dedicated project(s) that students can work on during down-time
• Team projects among interns in the company/organization
• Presentation to staff members on activities
• Opportunities to view or participate in the work of other departments
• Extracurricular experiences with staff members such as staff outings
• Staff meetings or workshops open for the intern to attend
• Opportunities for increasing responsibility

*Note: There is a two week grace period for turning in this form to your Macaulay advisor. The position will not meet the Internship Requirement and/or be eligible for the Opportunities Fund after the grace period has passed.