



# BRIDGING DISCIPLINES PROGRAMS

512-232-7564

Flawn Academic Center, room 1

## Connecting Experience Contract: INTERNSHIP

Student name: \_\_\_\_\_ EID: \_\_\_\_\_ Email: \_\_\_\_\_

BDP: \_\_\_\_\_ Strand: \_\_\_\_\_

This contract is for an internship experience in \_\_\_\_\_ Location: \_\_\_\_\_  
(semester/year) (city, state/country)

Title: \_\_\_\_\_  
(placement of internship)

Course number: \_\_\_\_\_ Unique number: \_\_\_\_\_

Semester of course credit:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_  
(year) (year) (year)

Faculty mentor name: \_\_\_\_\_ Faculty dept: \_\_\_\_\_

Faculty email: \_\_\_\_\_

### Required documentation:

- 1-page statement describing your proposed internship experience. In your project description, be sure to clearly articulate how your proposed Connecting Experience relates to your BDP topic and, if applicable, to your strand.
- Completed *Internship Supervisor Information* form.

### Complete the following in collaboration with your faculty mentor:

- Student Requirements:
  - See reverse for requirements of all students in a Connecting Internship Experience.
  - Additional requirements as agreed upon by the faculty mentor and student. **Please Specify Below** (e.g. Reading list, journal entries, etc.)

---



---
- Basis for grading for semester:
  - The basis for grading is agreed upon by the professor and student. **Please specify below.** For additional information, see Connecting Experiences expectations and guidelines on the reserve of this page. (If coursework includes a writing assignment, please specify the number of pages.)
  - NOTE: All Connecting Experiences may be graded using the plus/minus grading system.

---



---
- Professor/student conferences (e.g. weekly in-person meetings, email contact every other week, etc).
  - Frequency of contact:  weekly  biweekly  other
  - Type of Contact:  in-person meetings  email contact  other
 If other, please explain: \_\_\_\_\_

We have read the Connecting Experience expectations on page 2 and agree to the terms stated above.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Faculty mentor must be a currently active faculty member at the University of Texas at Austin.)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Connecting Internship Experience Expectations and Guidelines

## I. Student Requirements:

- **160-180 hours of internship experience**
- **Attendance at two mandatory Connecting Experience Check-In Meetings (see your BDP advisor or consult the BDP website for dates)**
- **Completion of Reflection Essay submitted to the BDP Office**

## II. Student Expectations When Completing a BDP Connecting Experience

**IMPORTANT:** All academic requirements are at the discretion of the supervising faculty member.

In addition to the Student Requirements listed above, students must meet the expectations stated below.

- Agree on a plan for the semester with the faculty mentor *before* the connecting experience begins. The plan should include academic requirements, the basis for grading the experience, and a plan for student/professor meetings for the semester (frequency of contact; via email, in-person, team meetings, etc).
- Use good communication skills. It is the student's responsibility to report progress and seek guidance when needed. If you encounter a problem or make a mistake, discuss it with your faculty mentor and/or internship supervisor right away. If you have questions about your BDP obligations, contact the BDP office so that issues are addressed in a timely manner.
- Be self-motivated. Students are expected to be active and reliable participants in the internship experience. Your supervisor should not have to prompt you to show up for work or finish a project.
- Know the expectation for course credit. Student is responsible for knowing and fulfilling any departmental requirements and for keeping the faculty member supervising the connecting experience informed about their work.
- Follow the University of Texas at Austin *Honor Code* and *Standard of Academic Integrity*.

## III. Guidelines for Faculty Supervising BDP INTERNSHIP Connecting Experiences

**IMPORTANT:** All academic requirements are at the discretion of the supervising faculty member.

- Meet with student periodically throughout the semester or arrange regular e-mail contact.
- In conjunction with the BDP Coordinator, act as an advocate for the student, ensuring that the internship is educational and meaningful.
- Help student integrate the internship experience with issues and concepts from coursework.
- Encourage student to make connections between the internship experience and methodologies, controversies, and trends in her or his discipline.
- Help student consider new directions and possible career paths.
- Assign final grade or credit. This responsibility may vary depending on the course number and departmental requirements.
- The internship supervisor will be asked at the end of the semester to certify that the student met the minimum hour requirement (160-180 hours) and to provide a brief evaluation of the student's performance. Responses we receive will be provided to the faculty mentor, to help inform the final grade assignment.

## IV. BDP Specific Requirements

- **Environment BDP:** Students in the Environment BDP who are completing Connecting Internship Experiences are required to write a critical analysis of the experience, which should be at least 5 pages long and be part of the basis for grading.