



# BRIDGING DISCIPLINES PROGRAMS

512-232-7564

Flawn Academic Center, room 1

## Request for Information from Internship Sponsor

The Bridging Disciplines Programs (BDPs) provide students at the University of Texas at Austin the opportunity to make connections among multiple fields of study. By promoting cross-disciplinary inquiry into salient social and intellectual issues, the BDPs prepare students to be effective leaders and collaborators. Recognizing the importance of experiential learning, the programs encourage students to make connections beyond the classroom as well. All students in the Bridging Disciplines Programs participate in research experiences and community-based internships related to their program of work, receive course credit for these placements, and are mentored by a UT faculty member throughout the semester of the experience.

*Please see reverse of this form for detailed information on BDP internship experiences.*

### To be completed by BDP student:

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

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

Internship experience semester/year: \_\_\_\_\_ Course abbreviation/number: \_\_\_\_\_

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

Please give a brief description of what you hope to gain from this internship experience.

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### To be completed by Internship Supervisor:

Name of organization: \_\_\_\_\_

Internship supervisor name: \_\_\_\_\_

Supervisor telephone: \_\_\_\_\_ Supervisor email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Please give a brief description of the kinds of activities in which the intern will participate:

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How often will the intern receive feedback on his/her work? \_\_\_\_\_

*Internship supervisors are asked to confirm hours worked by the student and submit a brief evaluation of the student's performance at the end of the internship semester (see reverse for additional information).*

I agree to complete an evaluation of this intern at the end of the semester.

Signature of Internship Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



## BDP Internship Experience Information Sheet

### Expectations of Students Completing a BDP Internship Experience

In addition to completing BDP paperwork and meeting deadlines for the semester, students completing an internship experience must meet the expectations stated below.

- Secure an internship placement connected to the BDP topic. While we know the tasks assigned to students during the internship semester will vary depending on the placement and student, we expect that students be given the chance to apply what they've learned in the classroom to hands-on experiences.
- Complete 160-180 hours in the internship over the course of the semester.
- 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 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. The student is responsible for knowing and fulfilling any departmental requirements and for keeping the faculty member supervising the internship experience informed about their work. Agree on a plan for the semester with the faculty mentor *before* the internship 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).

### Information for Internship Supervisors

- Internship activities are at the discretion of the internship supervisor; however, in order for students to receive course credit for the internship, at least part of their duties must be connected to their BDP work. While we know the tasks assigned to students during the internship semester will vary depending on the placement and student, we expect that students will be given the chance to apply what they've learned in the classroom to hands-on experiences related to their BDP topic.
- At the end of the semester, internship supervisors will be asked to provide the following information, which is required in order for students to receive course credit for the internship:
  - Confirm, by email, that the student has met the minimum hour requirement (160-180hrs) for the internship.
  - Provide a brief evaluation of the student's performance in the internship.
  - The information supervisors provide will be shared with the student's faculty mentor.
- BDP Connecting Experience advisors are available to answer questions and assist at any point in the internship process. Please phone 512-232-7564 for assistance.

***Thank you for allowing our students the opportunity to gain valuable, "real-world" experience!*** Whether the internships are paid or unpaid, our undergraduate students gain an invaluable introduction to what it might be like to work in their chosen field. BDP students are encouraged to begin pursuing internships early in their undergraduate careers, and to consider trying more than one internship before they graduate. We appreciate the work you do as internship coordinators to work with full-time college students who may be experiencing the responsibilities of a professional position for the first time.