

Information about earning Honors credit for Internships

Honors Students May Now Earn Three Units of Honors Credit for Internship Experiences

The Honors College is pleased to offer a new opportunity for Honors students: the option to earn three units of Honors credit for an internship experience. Students may earn this non-graded credit directly through The Honors College or through the home department, depending on the nature of the internship experience. If the internship is aligned with a student's major or minor, then the student should seek Honors credit through the home department. If the internship takes place in a field outside of a student's chosen major or minor, the student would choose to seek Honors credit through The Honors College. The course number would appear as DEPT or HNRS 193H, 293H, 393H or 493H.

Regardless of whether a student earns Honors credit through The Honors College or through the home department, he or she must complete similar course requirements. All students will be required to read portions of Wendell Berry's *Citizenship Papers*, identify another reading pertinent to the internship, keep a journal throughout the tenure of the internship, use the readings and journal excerpts to inform a 5-7 page paper that reflects on the internship, and participate in an internship symposium during the semester of the internship (or the following semester if the internship takes place outside of Tucson).

Students choosing to earn Honors credit through The Honors College may consult with Dr. Wayne Decker or Dr. Karna Walter to identify the second required reading and to discuss the requirements for earning Honors credit for internships. Students opting to earn the credit through the home department should contact both an appropriate faculty member and the Honors advisor in the department.

Steps for Students Wishing to Earn up to Three Units of Honors Credit for Internships

1. Early in the semester, identify an internship experience that is appropriate to your major, minor, or other interests.
2. Determine whether you will earn the Honors credit in your home department or in The Honors College. If the internship is aligned with your major or minor, you should enroll for credit in the appropriate department (DEPT X93H). If the internship is not connected to your



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- major or minor, you may earn the credit directly through The Honors College (HNRS X93H). The credit is pass/fail.
3. Download the "Proposal to Earn Honors Internship Credit" form. This form is available as an **Adobe Acrobat .pdf file** or as a **Microsoft Word document**. Complete the form, securing the necessary signatures from the internship supervisor and the faculty member overseeing your internship experience, then submit the form to The Honors College (attention: Dr. Karna Walter). The deadline for submitting the proposal is **Monday February 5th 2007**. The front desk staff will make a copy of the proposal for you so you know exactly what you are required to do to earn Honors credit for your internship experience. Please note: you cannot earn Honors credit for the internship without submitting this document to Honors by **February 5th 2007**.
 4. Complete the requirements for earning Honors credit, staying in close contact with the faculty member overseeing your experience. Read the fourth chapter from Wendell Berry's *Citizenship Papers* (available for checkout at the front desk of The Honors College), as well as another reading appropriate to the internship (to be determine in consultation with the faculty member). Write in your internship journal regularly, participate in the Honors Internship Symposium **Thursday April 26th 2007, 3-5pm**, and write the 5-7 page reflective paper.
 5. To earn Honors credit, the internship requirements must be completed by **Thursday April 26th 2007, 5pm**. If you complete all course requirements, including participation in the Symposium, you will earn three units of Honors credit for the internship experience. If you do not complete all course requirements, you will get an Incomplete and will not earn credit until completion of the course requirements.

Faculty Members: Your Role in Helping Students Who Wish to Earn up to Three Units of Honors Credit for Internships

The Honors College has instituted a policy that allows undergraduate Honors students to earn up to three units of Honors credit for internships. Students have the option of earning this pass/fail credit through the major or minor department (DEPT X93H), or through The Honors College (HNRS X93H).

Students must complete several requirements to earn three units of Honors credit for internships. They must read chapter four of Wendell Berry's *Citizenship Papers* (entitled "Work"); they must choose another reading pertinent to the internship (in consultation with you); they must keep an internship journal throughout the tenure of the internship; they must use the readings and journal excerpts to inform a 5-7 page paper that reflects on the internship; and they must participate in an internship symposium during the



semester of the internship (or the following semester if the internship takes place outside of Tucson).

Faculty play a pivotal role in ensuring that students complete the requirements to earn Honors credit. Several steps are involved in assisting students as they seek to earn Honors credit for internships. First, if a student wishes to earn Honors credit through your department, make sure that an Honors internship section is available. If it isn't, go to the Office of Curriculum and Registration homepage and click on the Faculty/Staff button <http://www.registrar.arizona.edu/default.htm> . Click on the "Course Approval Process" link and follow the instructions that allow you to recommend the establishment of a new course. Complete the recommendation form, choosing 193H, 293H, 393H and/or 493H as the course numbers for Honors internships. The form should be routed to Patricia MacCorquodale, Dean of The Honors College, for formal Honors approval.

Second, make sure the student knows that he/she must complete the "Proposal to Earn Honors Credit for Internships" that is available on The Honors College website. The student must obtain your signature, as well as the signature of the internship supervisor, and submit the proposal to The Honors College (attn: Dr. Karna Walter) no later than Monday, February 6th. If this is not received, we will contact your department and arrange to move the student into a non-honors internship.

Third, communicate regularly with the Honors student to ensure that he/she is completing the requirements to earn Honors credit for the internship experience. The student must seek your guidance in selecting a second reading that is pertinent to the internship; you have latitude in what you advise them to read. **The student will be required to submit their paper and journal to you by Thursday April 26th 2007, 5pm, so you can review the materials and decide if the student has met those requirements.**

Fourth, The Honors College will send you a copy of the student's proposal on the last Friday of classes for your final signature. If you believe the student has completed the requirements, you should sign and date the form and return it to The Honors College by mail or fax. If the Honors requirements are not completed, we ask that you assign a grade of "I." [Please note: you are not responsible for ensuring that students participate in the Honors Internship Symposium; Honors staff members will handle that matter]

