



CONTRACT TO RECEIVE HONORS CREDIT FOR A EXTERNAL INTERNSHIP

Student Name: _____ CWID: _____

Requested term for internship (ex. Summer 2025): _____

To meet the conditions for earning honors credit for an external internship, students must document that the internship they are pursuing meets the following minimum criteria:

- Is a structured and specialized educational experience in a student's area of interest which will allow for an individual's skill development in a chosen field;
- Students must enroll in HC 495 during the term which matches to the timing of their internship if their internship is not a course for credit.
- Is an educational experience with oversight from a professional in the field (faculty, staff or on-site supervisor) capable and willing to give constructive, regular feedback to the student;
- Requires approximately 10 hours of work per week for 15-week internships, 15 hours of work per week for 10-week internships, or 30 hours of work per week for a 5-week internship (**150 hours total**)

Internship Details:

Is the internship on the campus of A&M-Commerce? Yes No

If **Yes**: Department & Location: _____

If **No**: Offsite location (City/State): _____

Hiring Institution: _____

Is the internship for A&M-Commerce course credit? Yes No

If Yes, Course Number? (EX. PSY 495) _____ Credit hours: _____

If **no**, student will be required to enroll in HC 495 during term of internship.

How many hours per week will the intern work on the assigned tasks and projects: _____

Will the intern have a site-supervisor who is capable of and willing to perform routine performance checks to issue feedback? Yes No

If yes, site supervisor or instructor name: _____

Email Address: _____ Phone: _____

Requirements with application (all items must be included):

- Documentation of acceptance to or job offer from interning organization
- Full contact information for internship supervisor or course instructor.
- A detailed plan for assignments, projects, or other deliverables that supervisor will use to evaluate the internship as honors-level work
- A full position description which includes:
 - A brief description of the company or organization
 - An outline of the internship duties and responsibilities
 - Any benefits of the internship (e.g. compensation, if applicable)
 - Schedule and duration (start date/end date and hours worked per week)

I understand that I will be notified via email if the internship position I am submitting will be considered for honors credit. I understand that failure to accept the internship, maintain adequate performance in position, opt to forgo or am removed from my internship placement, I am no longer eligible to receive honors credit for the submitted experience and must complete a different honors experience for capstone requirements.

Upon successful completion of the internship and accompanying HC 495 with a grade of “B” or better, my honors credit will be awarded to my transcript and capstone requirement will be complete.

This contract will be kept on file by the Honors College and the student.

Student’s Signature: _____ Date: _____

Office Use Only:

Date submitted by student: _____

HC Administrator Signature: _____

Applied in DegreeWorks: _____