The School of Historical, Philosophical and Religious Studies encourages students to pursue internships that are related to their career aspirations. Internships provide practical experiences for students that complement their formal academic class-based studies. Depending on the internship site, internships may be voluntary or paid.

**IDENTIFY AN INTERNSHIP**

Students must **first directly contact an office/museum/agency** to find out if any internship opportunities are available. Contact the organization and ask if they would be willing to take on an intern for a semester. An employee of the organization must agree to serve as supervisor for the internship experience. The supervisor’s role will be to verify completed hours and assess the quality of the intern. Students should provide a site supervisor with a current resume and to discuss career goals, availability, a list of skills they wish to learn from the internship, and other relevant information. The intent of an internship is for the student to learn through hands-on experiences for gaining skills toward a career. Interns should not serve as a greeter, at an information desk, or as an administrative assistant for internship sites.

**STEPS TO GETTING AN INTERNSHIP**

1. **Find a Location.** A directory of potential sites is located in the *Locations* section of this document.
2. **Meet with the Site Supervisor.** Meet with the internship site supervisor to determine duties and skills to be learned through the experience as well as establishing work hours.
3. **Fill out the Internship Proposal.** The Internship Proposal form requires a description of the internship and both a signature and contact information of the site supervisor.
4. **Meet with the School’s Internship Coordinator.** to obtain approval to conduct the internship. The Coordinator will clear students to enroll in the course, verify completion of hours at the internship site and assign the final grade.
5. **Register for HST/PHI/REL 484.**

**DURING THE INTERNSHIP**

Throughout the internship experience, students are required to complete a **weekly log and a summary of hours.** These logs must include a brief description (at least a paragraph) of the skills acquired and duties assigned at the internship site. Each week of interning will include a count of hours worked completed as well as a running tally of total hours. At the end of the semester, the student must provide a **typed letter from the intern site supervisor verifying completed hours (start and end dates, along with total hours accrued) and verifying the student’s intern duties.** Letters must be signed, printed on company/site letterhead, and be in a sealed envelope (signature across the seal). It is the student’s responsibility to get the supervisor report to the School’s Internship Coordinator so that they receive a final grade for HST/PHI/REL 484. All documents (logs and supervisor letter) are due by 5pm on the last day of classes for the semester enrolled.
CREDIT HOURS

The number of credit hours received for an internship is based on the total internship hours completed. **45 internship clocked hours = 1 ASU credit hour.** For a standard 3-credit internship, 135 internship hours are required. This is approximately 9-10 hours per week in Fall/Spring semesters or 27 hours per week in a 5-week summer session. No more than 6 internship hours per semester may be taken (12 credit lifetime limit).

Hours must be completed and all records must be submitted by the last day of classes, of that term, so grades may be posted in a reasonable time frame.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fall and Spring Semesters</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Hours for Semester</td>
<td>Hours per week (for 15 weeks)</td>
</tr>
<tr>
<td>1</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>90</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>135</td>
<td>9</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
<td>225</td>
<td>15</td>
</tr>
<tr>
<td>6</td>
<td>270</td>
<td>18</td>
</tr>
</tbody>
</table>

GRADING

At the end of the semester, it is the student’s responsibility to provide a completed weekly log of work activities and intern hours as well as the letter from a supervisor. Failure to complete any requirements will result in a Failure (E) for the course. **Grades for the course are only pass (Y) or fail (E).** No Incomplete grades or letter grades will be allowed. A pass grade (Y) does not get computed into the GPA.

PROBLEMS

If problems occur at the internship site, contact the School’s Internship Coordinator immediately.

SUGGESTED LOCATIONS

The School offers an unpaid Communications Internship position. For information about this opportunity contact the School’s Communications Coordinator.

Students are encouraged to work with government and public service agencies for their internship. Museums, city planning offices, political campaigns, legislative offices, city councils, the courts, law offices, libraries and many other agencies are all great options for conducting internships. You can find information for interns under jobs, careers, volunteers and intern pages of the following websites:
Museums
- ASU Museums: http://asu.edu/museums/

Political Campaigns or Political Offices

State, County, and City Government
- City - City planning offices, legal offices, public relations, archives, and more.
  - Gilbert: http://www.ci.gilbert.az.us/
  - Glendale: http://www.glendaleaz.com/
  - Phoenix: http://phoenix.gov/
  - Mesa: http://mesaaaz.gov/
  - Tempe: http://www.tempe.gov/
- County
  - Superior Court: http://www.superiorcourt.maricopa.gov/
- State
  - Supreme Court: http://www.supreme.state.az.us/
  - Arizona Legislative Intern Program: http://www.azleg.gov/internshipintropage.htm

Federal Agencies
- FBI: http://phoenix.fbi.gov/

Libraries
- Arizona State Library: http://www.lib.az.us/

National Parks Service
- National Parks Service: http://www.nps.gov/

Public Interest Research Groups (PIRG's) – non-partisan, public interest, activist groups
- Arizona PIRG: http://www.arizonapirg.org/
- Student PIRG: http://www.arizonapirgstudents.org/home
### STUDENT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>ASU ID:</td>
<td>Affiliate ID, starts with 1000 or 1200</td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

### SITE INFORMATION

Location where the student will be conducting hours, site supervisor and supervisor contact info.

<table>
<thead>
<tr>
<th>Site Name:</th>
<th></th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
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</tbody>
</table>

### INTERNSHIP DUTIES


### HOURS

See attached hours chart to determine credit hours. 3 credits = 9 hours per week (for 15 weeks).

| Credit Hours:       |       |

### STUDENT AGREEMENT AND SIGNATURE

By signing, I affirm that all statements are true and that I will complete the noted internship hours.

| Name: (printed)    |       |
| Signature:         | Date:  |

### SITE SUPERVISOR AGREEMENT AND SIGNATURE

By signing, I affirm that all statements are true and that I agree to sponsor the student listed for a School of Historical, Philosophical and Religious Studies Internship and agree to provide verification and evaluation of student intern hours.

| Name: (printed)    |       |
| Signature:         | Date:  |