



**CONTRACT FOR CO-OP/INTERNSHIP  
UB Honors College Experience**

**Part A**

**Supervisor:** This student has chosen to complete a 45 hour minimum co-op or internship experience with your organization. This co-op/internship will meet one of the student's Honors College Experience requirements. Please complete and sign this form and return it directly to the student. It will be placed into the student's file.

Student Name \_\_\_\_\_

Name of Organization/Placement Site \_\_\_\_\_

Organization Address \_\_\_\_\_

Organization Telephone \_\_\_\_\_

Hours expected \_\_\_\_\_

Dates of service \_\_\_\_\_

Description of co-op/internship experience (may attach a separate sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part B**

Supervisor's Name \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

University Honors College  
214 Talbert Hall  
Buffalo, NY 14260-1633  
(716) 645-3020

*Office Use Only*

Approval/Date \_\_\_\_\_

# Guidelines for Co-ops and Internships

## Purpose

The Honors College offers Honors Scholars the opportunity to participate in a co-op or internship program as part of their Honors Experience requirements. A co-op or internship is usually a short-term, entry-level position in which an individual gains practical skills along with personal and professional experience. Internships/co-ops allow students to:

- Build transferable skills.
- Obtain practical experience.
- Learn skills specific to your field of interest.
- Make valuable contacts and connections for future opportunities.
- Discover if your choice of careers is right for you.
- Enhance your resume.

## Requirements

1. A minimum of 45 hours must be completed within one semester (fall, spring, or summer).
2. You may receive academic credit for your experience as determined through individual academic departments. If you are unable to obtain credit directly from your department internship credits are available through the Honors College as UE 496 credit. Ask your Honors advisor for further details on this possibility.
3. You must submit the signed co-op/internship contract to your Honors advisor prior to participating in the experience.
4. You must keep a journal (final copy must be typed) reflecting what it is you have experienced (guidelines below).
5. You must complete an 8-10 page reflection paper at the conclusion of your experience (guidelines below).
6. You must submit a signed co-op/internship assessment (form located below) with your completed paper and journal to the Honors office at the conclusion of your experience.

## Guidelines for Journal Entries and the Reflection Paper

### Description of the Journal

The following ingredients make a great journal:

- Journals should be detailed accounts describing sights, concerns, insights, doubts and critical questions about issues, people, and most importantly, you.
- Honesty is the most important ingredient in successful journals.
- A journal is **not** a work log of tasks, events, times and dates.
- Write freely.
- Write an entry after each activity (approx. 1 typed page for every five hours of service). If you can't write a full entry, jot down random thoughts, images, etc. that you can come back to a day or two later and expand into a complete verbal picture.
- Your Final journal needs to be typed and edited for proper grammar and spelling.

### Description of the Reflection Paper

Your reflection paper should include the following information:

- A description of your experience.
- What were your responsibilities?
- What were the most positive aspects of your co-op/internship? The most negative?
- What was your greatest accomplishment?
- What was your most challenging situation? How did you handle it?
- What do you see as the benefits of co-op/internship experiences in terms of academic and personal development?
- How does this experience fit in with your major/career goals/overall education experience?



**Part A**

Additional Comments

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Grade You Would Assign: \_\_\_\_\_ (The Honors College will assign the student's final grade based on your assessment as well as the student's reflection paper and journal.)

**Part B**

Supervisor's Name \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

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Paper \_\_\_\_\_

Journal \_\_\_\_\_