

GUIDELINES FOR CO-OPS AND INTERNSHIPS

SECTION I: GENERAL INFORMATION

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 able to obtain credit from your department, follow their requirements and let us know when the internship has received a grade. We will then confirm that it is on your transcript and make the necessary note in your Honors College Experience file.
3. If you are unable to obtain credit directly from your department internship credits are available through the Honors College as HON 496 credit. Ask your Honors advisor for further details on this possibility.
4. The internship may or may not be for pay. All that matters is that you complete the required work for the journal and reflection paper based on the number of hours of your internship.

SECTION II: DEADLINES

1. **You must submit a completed Contract for Internship before beginning the internship and at least two weeks before the last day to ADD a class for the semester the internship is being performed.**
2. You must keep a journal reflecting what it is you have experienced (guidelines below). The polished copy of your journal is due within two weeks of completing the internship.
3. You must complete a reflection paper at the conclusion of your experience (guidelines below). The reflection paper is due within two weeks of completing the internship.
4. You must submit a signed co-op/internship assessment form (located below), signed by your internship site supervisor. This assessment is also due within two weeks of completing the internship.

SECTION III: GUIDELINES FOR JOURNAL ENTRIES

Journals should be detailed accounts describing sights, concerns, insights, doubts and critical questions about issues, people, and process and how you think about those things.

- 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 and should be comprised of 1 entry per shift or day. Each entry should be one to two paragraphs, approximately 1 page for every 12 to 14 hours worked. Worry less about the length and more about creating insights and telling your story. Don't write more than 50 pages.
- 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.

SECTION IV: GUIDELINES FOR REFLECTION PAPER

Reflection papers for 1 and 2 credit internships will be 5 to 6 pages while all internships of 3 or more credits will require 8 to 10 pages. Your reflection paper should include the following information:

- A description of your experience, your responsibilities, positive and negative aspect (briefly)
- Explain how and why the internship experience strengthened or challenged your understanding of key theoretical or academic concepts in your discipline.
- Use sources from your major to strengthen your analysis and to provide evidence of your ability to synthesize your classroom with your practical experience.
- Explain how this experience fits in with your major/ career goals/ overall educational experience?

Your grade will be based on your journal, reflection paper and supervisor's final assessment. Failure to submit any of those three elements will result in a failing grade. **Questions? Contact the Honors College at honors@buffalo.edu or stop by 106 Capen Hall.**