CONTRACT FOR CO-OP/INTERNSHIP

Part A

Supervisor: All students participating in the Advanced Honors Program at the University at Buffalo have an option of completing a minimum of 45 hours of co-op or internship experience as a requirement of the Program. Please complete and sign this form and return it directly to the student. This form will be entered into the student’s file.

Student Name __________________________________________________________________________

Name of Organization/Placement Site _______________________________________________________

Hours completed ________________________________________________________________________

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 Program
106 Capen Hall
Buffalo, NY 14260-1633
(716) 645-3020

Office Use Only

Approval/Date _______________
Paper ____________________
Journal ___________________
Guidelines for Co-ops and Internships

Purpose

The Advanced Honors Program offers Advanced Honors Scholars the option of participating in a co-op or internship program as fulfillment of the breadth requirement. A co-op or internship experience is usually a short-term, entry-level position in which an individual gains practical skills and personal and professional experience.

- 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. Students may receive academic credit for their experience to be determined through individual academic departments.
3. The student must keep a journal (final draft must be typed) reflecting what it is they have experienced (guidelines below).
4. The student must complete an 8-10 page reflective paper concluding their experience (guidelines below).
5. The student must submit the signed co-op/internship contract with their completed paper and journal to the Honors office at the conclusion of their experience.

*Students will not receive a grade for their involvement from the Honors Program, but all requirements must be approved in order for the breadth requirement to be satisfied.

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. Grammar/spelling should not be stressed in your writing until your final draft.
- 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.
- Final journals need to be typed and edited for proper grammar and spelling.

Description of the Reflection Paper

Your reflection paper should include the following information:

- Describe 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?