



University Honors | Internship Completion Form

A University Honors internship is used to pursue experiential learning or research, service learning, student teaching, or creative work in support of the student’s defined learning goals.

Instructions: To finalize an Honors Internship and confirm Honors credit for the internship, the student should have previously submitted an Honors Internship Initiation form with a pre-internship goals essay. Upon the conclusion of the internship, the student must follow up and submit a final reflection essay of 3 to 5 pages using this form to receive Honors course credit. The Honors director will review both essays, confirm that the internship was completed with a grade of B or better and confer Honors credit. A maximum of three (3) credits toward Honors coursework may be earned for internship.

Final Reflection: Describe the work that you did during the internship in detail. Did it meet your expectations? What kinds of responsibility did you assume? Was the work easier or harder than expected? Reflect on the goals outlined in your pre-internship goals essay. Assess the degree to which you were able to learn and achieve what you proposed? What surprised you about the work? Did the experience apply to your studies in any unexpected ways? Might the internship experience inform or apply to your Honors capstone project? Did you face or overcome any challenges? What is the greatest learning outcome from the internship? What tangible work practices and skills did you develop during the internship that you will reference in your resume?

Basic Information:

Student Name: _____ Student ID: _____ Date: _____

KU Email: _____ Anticipated Graduation Date: _____

Course Professor: _____ Department: _____

Course Prefix, Number: _____ Semester/Year: _____

Course Title: _____ Credits (max 3): _____

Attach Final Internship Reflection here:

Approval of Honors Internship Completion:

Student: _____ Date: _____

Course Professor: _____ Date: _____

Academic Advisor: _____ Date: _____

Grade Earned: _____ Honors Director: _____ Date: _____