



# University Honors | Internship Initiation Form

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

**Instructions:** The student will register for a university-credited internship learning experience through their home department's normal registration process. To earn Honors credit for the internship, the student will draft two essays—a pre-internship goals essay and a post-internship reflection. Submit the goals essay with this form prior to starting the internship. Then, upon the conclusion of the internship, submit the final reflection using the separate Honors Internship Completion Form. The Honors director will review the essays and confirm 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.

**Pre-internship Goals Essay:** Describe the internship, its location and duration. Briefly summarize the work that you will be doing. Specify what you want to get out of or learn during the internship experience. Explain how you expect to grow as a person, and how this internship is going to prepare you for what you intend to pursue after graduation? How will you apply the knowledge and skills you have developed in your classes to the work you will be doing? Will the internship apply to your capstone project in some way? What do you hope to learn from your co-workers or supervisors? What comes next? How will this internship fit into your professional resume? Are you hoping that the internship will lead to a job at your placement site? If not, where do you want it to lead?

**Attach Pre-internship Goals Essay here:**

**Basic Information:**

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

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

KU Email: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Course Professor: \_\_\_\_\_ Department: \_\_\_\_\_

Course Prefix, Number: \_\_\_\_\_ Semester/Year: \_\_\_\_\_ Credits (max 3): \_\_\_\_\_

**Approval of Honors Internship Initiation:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Course Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Honors Director: \_\_\_\_\_ Date: \_\_\_\_\_