**Instructions for submitting your proposal:**

- **Section I.** Write a **1-page, double-spaced statement** describing your proposed internship. Clearly articulate how your proposed internship relates to your BDP topic and strand (if applicable), as well as why you chose your Faculty Mentor.

- **Section II.** To be completed by the **student** and taken to your Faculty Mentor, along with your **1-page statement**.

- **Section III.** Together, the **student and Faculty Mentor** will outline grading requirements and communication expectations.

- **Section IV.** The **student and Faculty Mentor** will discuss expectations and guidelines, the **student will initial** where indicated, and **both will sign and date** the contract. Student will give Faculty Mentor the **Faculty Handout**.

- **Section V.** To be completed by the **student** and taken to your Internship Supervisor.

- **Section VI.** To be completed by the **Internship Supervisor**. Student will give Internship Supervisor the **Supervisor Handout**.

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**Section II. Student & Internship Information**

<table>
<thead>
<tr>
<th>Student name: ___________________________</th>
<th>EID: ___________________________</th>
<th>Email: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>BDP: ___________________________</td>
<td>Strand (if applicable): ___________________________</td>
<td></td>
</tr>
<tr>
<td>This internship is in (semester/year): ___________________________</td>
<td>Location (city, state/country): ___________________________</td>
<td></td>
</tr>
<tr>
<td>Internship site: ___________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Credit: □ Please register me for BDP 321K: Connecting Internship Experience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

□ I will register myself for credit in: (specify Department & Course Number) ___________________________

<table>
<thead>
<tr>
<th>Credit Semester:</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Year: ___________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty Mentor:</th>
<th>___________________________</th>
<th>Department: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: ___________________________</td>
<td>EID: ___________________________</td>
<td></td>
</tr>
</tbody>
</table>

**Section III. Grading Requirements & Communication Expectations**

**Grading Requirements.** All Connecting Experiences may be graded using the plus/minus grading system. The grading requirements and relevant deadlines are decided at the discretion of the Faculty Mentor and student. **The following options are only suggestions.** For additional information, see the **Faculty Handout**.

- □ Journals/Blog Entries _____ %
- □ Poster for BDP Poster Session in April _____ %
- ✓ 3-5 pg. Reflection Essay _____ %
- □ Writing Assignment _______ pgs. _____ %
- □ Critical Analysis _____ %
- □ 1-2 pg. Ethics Interview & Case Analysis _____ %
- □ Optional for Environment & Sustainability BDP students
- □ Required for Ethics & Leadership BDP students ONLY
- □ Other (please specify): ___________________________ _____ %

*If you are following the grading requirements for a departmental course, please attach syllabus.*

**Faculty/Student Communication.**

<table>
<thead>
<tr>
<th>Frequency of Contact:</th>
<th>Weekly</th>
<th>Biweekly</th>
<th>Other: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Contact:</td>
<td>□ In-person Meetings</td>
<td>□ Email Contact</td>
<td>□ Other: ___________________________</td>
</tr>
</tbody>
</table>

Rev. 1/2017 wws
Section IV. Student Requirements, Student Expectations, Faculty Mentor Guidelines & Signatures

Student Requirements. In order to receive credit toward your BDP certificate for your Connecting Experience, students must complete the following requirements. Check each box, and initial where indicated.

☐ Complete two mandatory Connecting Experience Check-Ins and a Connecting Experience Writing Workshop. (Details will be sent via email)
☐ Complete 160-180 hours of internship experience.
☐ Complete Reflection Essay and submit to the BDP Office by last class day.

I have read and agree to these requirements. (STUDENT MUST INITIAL)

Student Expectations. During a BDP Connecting Experience, students must meet the expectations stated below.

☐ Agree on a plan for the semester with your Faculty Mentor before the internship begins and know the expectations for course credit. You are responsible for fulfilling any departmental requirements.

☐ Keep your Faculty Mentor informed about your work and seek guidance when needed. If you encounter a problem or make a mistake, discuss it with your Faculty Mentor right away. Contact the BDP office if you have questions about your BDP obligations.

☐ Be self-motivated. You are expected to be an active and reliable participant in the internship experience. You should not need prompting to show up to work or finish a project.

☐ Study Abroad. If your Connecting Experience is abroad, you must comply with the regulations outlined by the Study Abroad Office. For more information: (512) 471-1211 or http://world.utexas.edu/abroad.

☐ Follow the University of Texas at Austin Honor Code and Standard of Academic Integrity.

I have read and agree to these expectations. (STUDENT MUST INITIAL)

Faculty Mentor Guidelines. More information and resources for Faculty Mentors are available on the BDP website (utexas.edu/ugs/bdp/faculty/mentoring) and in the Faculty Handout.

• Meet with student periodically throughout the semester or arrange regular email contact.
• Encourage student to make connections among the internship experience, the student’s BDP topic, and methodologies, controversies, and trends in the student’s discipline.
• Help student consider new directions and possible career paths.
• Assign final grade or credit. This responsibility may vary depending on the course number and departmental requirements.

Student and Faculty Mentor Signatures. We have read, discussed, and agreed to the terms outlined in the Grading Requirements, Student Requirements, Student Expectations, and Faculty Mentor Guidelines.

Faculty Mentor Signature: ________________________________ Date: __________________________

Student Signature: ________________________________ Date: __________________________
The Bridging Disciplines Programs (BDPs) provide students at The University of Texas at Austin the opportunity to make connections among multiple fields of study. Recognizing the importance of experiential learning, the programs encourage students to make connections beyond the classroom. All students in the BDPs participate in research experiences or community-based internships related to their program. They receive course credit for these placements and are mentored by a UT faculty member throughout the semester.

**Section V. Student Information for Internship Supervisor**

Student name: __________________________  EID: ____________  Email: __________________________

BDP: __________________________  Strand (if applicable): __________________________

Faculty Mentor: __________________________  Department: __________________________

Please give a brief description of what you hope to gain from this internship.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Section VI. Internship Supervisor Information**

Name of organization: __________________________

Internship supervisor name: __________________________  Phone #: ____________

Supervisor Email (please print clearly): __________________________

Mailing address: __________________________

Please give a brief description of the kinds of activities in which the intern will participate.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How often will the intern receive feedback on his/her work?

________________________________________________________________________

**Internship Supervisor Signature.** Internship supervisors are asked to confirm hours worked by the student and submit a brief evaluation of the student’s performance at the end of the internship semester.

☐ I have received the Supervisor Handout.

☐ I agree to complete an evaluation of this intern at the end of the semester.

Internship Supervisor Signature: __________________________  Date: __________________________
Thank you for mentoring a BDP student! Our undergraduate students gain an invaluable introduction to the work of their chosen field through internships. We appreciate the work you do with these students, who may be experiencing the responsibilities of a professional position for the first time. Our office is available to address any questions or concerns you may have throughout the semester. Please do not hesitate to contact us.

BDP Main Line: (512) 232-7564
Larissa Noake, Senior Program Coordinator: larissa.noake@austin.utexas.edu

For additional information and resources, please visit our Faculty Mentor Handbook on the BDP website at: www.utexas.edu/uqs/bdp/faculty/mentoring.

SUGGESTED ASSIGNMENT EXPLANATIONS

IMPORTANT: All academic requirements are at the discretion of the faculty mentor. The following assignments are only suggestions.

- **Journals/Blog Entries.** You might ask the student to set up a blog or provide regular email updates to you, reflecting on meaningful connections between internship assignments and the student’s BDP work, revelations, and overall learning during the internship.

- **Reflection Essay.** The BDP office requires every student to write a 3-5 pg. Reflection Essay at the conclusion of the Connecting Experience. The Reflection Essay is due on the last class day of the semester. The student will be responsible for submitting a copy to the BDP office and the Faculty Mentor. The Reflection Essay prompt can be found on our website under “Quick Links and Forms.”

- **Poster.** You might ask the student to design a poster about his or her internship experience, which may be presented at the annual BDP Poster Session in April. The Office of Undergraduate Research offers workshops on designing posters, and you could suggest that your student attend a workshop. For more information about the workshops or the BDP Poster Session, please contact Larissa Noake at larissa.noake@austin.utexas.edu or (512) 232-7586.

- **Critical Analysis Paper (Environment & Sustainability BDP Students).** Students in the Environment & Sustainability BDP who are participating in an internship have the option of writing a critical analysis essay to be submitted to the faculty mentor and used as part of the grading requirements. In this essay, students should provide an analysis of the environmental topics and concerns relevant to the internship. Research citations may be included.

- **Ethics Interview & Case Analysis (Ethics & Leadership BDP students ONLY).** In order to establish a strong connection with ethics and an understanding of ethical dilemmas, some Ethics & Leadership students will be asked to submit an Ethics Interview & Case Analysis to the BDP office in addition to their Reflection Essay. The assignment requires students to interview a professional staff member at the internship site and inquire about an ethical dilemma they have faced, or one that is common in their work. The student will write a paragraph summarizing the dilemma, and answer a series of questions analyzing the case based on two articles written by Robert Prentice and Dr. Minette Drumwright. The BDP advisor will contact students individually about the Ethics Interview & Case Analysis.
Thank you for allowing our students the opportunity to gain valuable real-world experience! We truly appreciate the opportunity you provide students to gain exposure to the professional work of their chosen field. From hands-on work to negotiating the responsibilities of a professional position, in some cases for the first time, internships are often transformative experiences for our students. We hope this informational handout will provide you with a better understanding of BDP internship guidelines and expectations.

In addition to completing BDP paperwork and meeting deadlines for the semester, students completing an internship experience must meet the expectations stated below.

- **Secure an internship** placement connected to their BDP topic.
- **Complete 160-180 hours** in the internship over the course of the semester.
- **Use effective communication skills.** It is the student’s responsibility to report progress and seek guidance when needed. If the student encounters a problem or makes a mistake, the student should discuss it with the internship supervisor right away. If the student has questions about BDP obligations, he or she is responsible for contacting the BDP office.
- **Be self-motivated.** Students are expected to be an active and reliable participant in the internship experience. They should not need prompting to show up to work or finish a project.
- The student should know the **expectation for course credit.** The student is responsible for fulfilling any departmental requirements and for keeping their faculty mentor informed about their work. The student must agree on a plan for the semester with the faculty mentor **before** the internship begins. This plan should include grading requirements and a plan for student/faculty communication during the semester.

### Guidelines for Internship Supervisors

- The BDP office supports a **collaborative Internship experience** where businesses and organizations benefit from the work interns provide, while also ensuring that those interns have substantial and challenging work in a field related to their BDP topic. Our expectations of Internship Experiences include:
  - Interns will have an educational experience while working in a professional setting.
  - Interns will be provided training, supervision and guidance.
  - Interns will have the opportunity to apply what they’ve learned in the classroom to the hands-on experience of their internship, while also completing other tasks asked of them such as filing, data entry or administrative work.
- At the end of the semester, internship supervisors will be asked to provide the following information, which is required in order for students to receive course credit:
  - Complete an online survey, confirming that the student has met the **minimum hours requirement (160 hrs.)** for the internship and providing a **brief evaluation** of the student’s performance in the internship. The information supervisors provide will be shared with the student’s faculty mentor.
- The BDP Internship Coordinator, Joanna Tryon, is available to answer questions at any point in the internship process. Please call (512) 232-7564 or email at joanna.tryon@austin.utexas.edu for assistance.