



# Student Instructions

## BEFORE submitting your proposal

- Connecting Experience Statement:** Write and attach 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.
- Student and Internship Information:** Complete the student and internship information on page 2.
- Internship Supervisor Form:** With your Internship Supervisor, review the Supervisor Handout on page 4 and complete and sign the Internship Supervisor form on page 3.
- Faculty Mentor and Student Requirements Form:** With your Faculty Mentor:
  1. First review your 1-page statement, the student requirements and expectations on page 5, and the Faculty Handout on page 6, and
  2. Then complete the grading requirements and communication expectations and sign the Faculty Mentor & Student Requirements Form on page 5.
- OPTIONAL—Scholarship Application:** If you would like to apply for BDP scholarship funding to support your Connecting Experience, submit a BDP scholarship application (available on the BDP website) along with your proposal.
- IF APPLICABLE—Course Syllabus:** If you are registering yourself for credit in a departmental (non BDP) course for your Connecting Experience and following the grading requirements for the departmental course, attach the syllabus to your proposal.
- IF APPLICABLE—Study Abroad Paperwork:** 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 [world.utexas.edu/abroad](http://world.utexas.edu/abroad).

## AFTER submitting your proposal

- Your BDP advisor will contact you by email to let you know whether your proposal has been approved, denied, or is in need of revisions. Please be sure to look out for emails from your advisor on this topic!
- If you are requesting to be enrolled in BDP credit, please remember that this will carry three hours of credit. If this will put you over max hours, you will need to contact your major advisor directly to seek permission to go over max hours.



## Student Information

**Student Name:** \_\_\_\_\_ **EID:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**BDP:** \_\_\_\_\_ **Strand** (if applicable): \_\_\_\_\_

**This internship is in** (semester/year): \_\_\_\_\_ **Location** (city/state/country): \_\_\_\_\_

**Internship site** (organization name): \_\_\_\_\_

**Type of credit:**

Please register me for **BDP 325K: Connecting Internship Experience**

I will register myself for credit in: (specify Department & Course Number)\* \_\_\_\_\_

\*Know the expectations for course credit. You are responsible for fulfilling any departmental requirements.

**Credit Semester:**  Fall  Spring  Summer      Year: \_\_\_\_\_

**Faculty Mentor:** \_\_\_\_\_ **Department:** \_\_\_\_\_

*Faculty Mentor must have a current faculty appointment.*

**Email:** \_\_\_\_\_ **EID:** \_\_\_\_\_



## Supervisor Form

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.

### STUDENT INFORMATION

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SUPERVISOR INFORMATION

Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Supervisor Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Supervisor Handout

**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.

## EXPECTATIONS OF BDP STUDENTS

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.

## GUIDELINES FOR 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.

- **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.
- **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.

## 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](mailto:joanna.tryon@austin.utexas.edu) for assistance.



## Faculty Mentor & Student Requirements

### STUDENTS FILL THIS SECTION OUT

**Student Requirements and Expectations:** 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 by the BDP Office.)
- Complete **160–180 hours of internship experience**.
- Complete **Reflection Essay** and submit to the BDP Office by last class day.
- Agree on a plan for the semester with your Faculty Mentor **BEFORE** the internship begins.

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

- Keep your Faculty Mentor informed** about your work. If you encounter a problem, 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.
- Follow the University of Texas at Austin *Honor Code and Standard of Academic Integrity*.

\_\_\_\_\_ I have read and agree to these requirements and expectations. (**STUDENT MUST INITIAL**)

### STUDENT AND FACULTY MENTOR FILL THIS SECTION OUT

**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* on page 6.

- Journals/Blog entries \_\_\_\_\_ %
- 3–5 page Reflection Essay \_\_\_\_\_ %
- Critical Analysis \_\_\_\_\_ %  
*Optional for Environment & Sustainability BDP students*
- Poster for BDP Poster Session in April \_\_\_\_\_ %
- Writing Assignment \_\_\_\_\_ pages \_\_\_\_\_ %

- 1-2 pg. Ethics Interview & Case Analysis \_\_\_\_\_ %  
*Required for Ethics & Leadership BDP students ONLY*

- Other (please specify below) \_\_\_\_\_ %

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### Faculty/Student Communication:

- Frequency of Contact:  Weekly  Biweekly  
 Other: \_\_\_\_\_

- Type of Contact:  In-person Meetings  Email  
 Other: \_\_\_\_\_

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

Faculty Mentor signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



## Faculty Handout

**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:  
[utexas.edu/ugs/bdp/faculty/mentoring](http://utexas.edu/ugs/bdp/faculty/mentoring)

### FACULTY MENTOR GUIDELINES

- 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.

### SUGGESTED ASSIGNMENT EXPLANATIONS

**IMPORTANT:** Academic requirements are generally at the discretion of the faculty mentor, though the BDP office may suggest or request changes if adjustments are needed for us to be able to approve the student's Connecting Experience. The most common reasons we ask for changes to the academic requirements are that the amount of work required of the student does not appear to be sufficient for three hours of credit, or that the link between the work the student is doing and the student's specific BDP topic needs to be stronger. The following assignments are suggestions only.

- **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, 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.