

ELC 4000 – Community Internship Course

ELC 4000 - Community Internship (3 or 6 Credit Hours) offers professional preparation as an intern and is open to all majors. Students are required to complete 150 hours or 300 hours of internship experience for 3 and 6 credit hours respectively.

Prerequisites for ELC 4000 Course

- Degree Seeking Student
- Academic Good Standing
- Internship Offer Letter and Position Description attached to Internship Contract if available
- Signed Internship Contract from Internship Site Supervisor and Academic Advisor

Process to Complete Internship Contract

- Begin the internship process by discussing how the internship course fits into your degree program requirements with your Academic Advisor and what course best suits your academic and professional goals (either a departmental internship course or ELC 4000).
- Search internship opportunities using [TigerLink powered by Handshake](#) and other resources (faculty contacts, company websites, career fairs, LinkedIn, etc.).
- Once you have secured an internship, complete the ELC 4000 Internship Contract and obtain the signatures of your Academic Advisor **and** Internship Site Supervisor. Attach your Internship Offer Letter and Position Description if available.
 - *Fogelman College of Business Students: Fogelman has a separate section of ELC 4000 and requires coordination with the instructor, Dr. Kathy Tuberville.*
- Submit pages 2-4 of the Internship Contract to Career Services by e-mail to tigertalent@memphis.edu or deliver to the 4th floor of Wilder Tower.
- Once the Internship Contract is approved, the responsible party will issue a permit to register and send you an email confirmation with the course details. **Please note that registering for the ELC 4000 Community Internship Course will increase your tuition and fees as any other credit-bearing academic course would.**

Instructor

A staff member from Career Services will serve as the Instructor and responsible for guiding the student's work and assigning a final grade. Satisfactory (S) or Unsatisfactory (U) will be the final grade for the course. **Please note this course will not impact your Grade Point Average.**

ELC 4000 - Community Internship Contract

Name: _____ / _____ U-Number:
Print *Signature*

UofM E-Mail Address: _____ Mobile Phone: _____

Major or Program of Study: _____

Check One: 3 Credit Hours (150 work hours) 6 Credit Hours (300 work hours)

Term: Fall Spring Summer 20 _____

Name and Address of Internship Site (business/organization): _____

Internship Start Date: _____ Internship End Date: _____

Provide a brief description of the internship and its value to your overall course of study.

DEPARTMENT APPROVAL:

_____/_____/_____
Print Name of Academic Advisor/ Dept Chair/Designee *Signature* *Date*

_____/_____/_____
Academic Department *Phone* *E-mail Address*

INTERNSHIP SITE SUPERVISOR APPROVAL:

_____/_____/_____
Print Name of Internship Site Supervisor *Signature* *Date*

_____/_____/_____
Company/Organization Name *Phone* *E-mail Address*

This contract must be signed and approved before you will receive a permit to register for ELC 4000.

FOR CAREER SERVICES USE ONLY	
Approved By:	
_____/_____	
<i>Print Name</i>	<i>Signature</i>
Date Received: _____	CRN Number: _____ Section Number: _____ Permit Issued: _____

**RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT
ELC 4000**

I, _____ (first/last name), have decided to participate in the University of Memphis Academic Internship Program. I hereby acknowledge that participating in the Academic Internship Program is entirely voluntary.

I understand that the University of Memphis Academic Internship Program is in association with community partners to facilitate an internship site. I am responsible for the selection of my internship site which may involve certain potential risks, hazards and conditions that may be dangerous to life, limb and property and that can arise in an incalculable variety of unforeseen or foreseeable ways which may include: bodily injury, loss of limb, death or property damage. I am voluntarily participating in the Academic Internship Program with knowledge of the dangers involved. I have reached the age of majority, and I am competent to make this decision for myself, or, if I am a minor, I have obtained the permission of a parent or legal guardian.

I am not suffering from any medical condition, impairment, or disease that would prevent my safe participation in any of the activities associated with the Academic Internship Program. I have disclosed any and all of my medical conditions to the administrators of the Academic Internship Program. I will take care for my own safety and well-being. I have not been advised by a physician or any other health care provider to limit my participation in activities such as the Academic Internship Program. I assume responsibility for my participation in the Academic Internship Program and any injuries while participating in the program.

In consideration of the right to participate in the University of Memphis Academic Internship Program, I agree to assume the risks involved and I acknowledge that such risks may include, but not be limited to, bodily injury and/or death and/or property damage, and hereby collectively and individually release and agree to hold harmless the University of Memphis, its Board of Regents, officers, employees, agents, representatives, volunteers and assigns ("Releasees") from all rights, claims, demands and damages of any kind, known or unknown, existing or arising in the future resulting from or related to my participation in the Academic Internship Program. This release will also prevent my family from suing Releasees and binds my spouse, if I have one, my estate, siblings, parents, heirs, personal representatives and assigns.

The undersigned has read and understands this Release and Hold Harmless Agreement in its entirety and voluntarily signs same, without reliance on any representations, statements or inducements, express or implied, made by any party whomsoever.

_____/ _____ Date: _____
Print Name *Signature*

STUDENT LEARNING OBJECTIVES

1. Describe the process you followed to secure this internship position.

2. List three (3) learning objectives that are unique to your career goals and this internship opportunity; Include what new knowledge, skills or abilities you expect to acquire through this internship. (Clearly defined objectives help achieve more accurate evaluations at the completion of the internship experience).
 - 1.
 - 2.
 - 3.

3. What activities or projects will you be responsible for at your internship? Be specific.

4. What academic and professional background have you had to prepare you for this internship (provide evidence by drawing on your classroom experiences (academic foundation), professional development workshops, and any previous work or volunteer experiences?)

5. Below are examples of how you, the Internship Site Supervisor and the Instructor may evaluate your activities during your internship experience.
 - (1) Criteria:
 - Successful completion of scheduled participation of 50 clock hours per one credit-hour;
 - Quality of work/activities/projects completed;
 - Quality of professional characteristics demonstrated in internship such as reliability, ethical behavior, appropriate initiative, and interpersonal, communication, critical thinking, leadership and technical skills.

 - (2) Procedures:
 - Internship Site supervisor's observations and evaluation;
 - Student's reflection and evaluation;
 - Documentation of work/activities/projects completed; and
 - Faculty member/Instructor of Record's observations and evaluation.