



# SMITH COLLEGE

Office for International Study

## Internship Credit Evaluation Agreement for Study Credit in Conjunction with Internships Abroad

(This form **must be submitted with your Plan of Study** by the Plan due date.)

To receive credit at Smith, any study abroad credit earned in association with an internship cannot be based upon internship participation alone, but must derive from associated academic work meeting the standards of a Smith College Special Studies course.

- Prior to departure, a student wishing credit for academic work associated with an internship must obtain the consent of a Smith faculty member to read work upon return, and must clarify the expectations and standards for evaluation. Students are expected to correspond as needed with the faculty member during the semester abroad to consult about changes to the agreed-upon plan.
- Upon the student's return, a syllabus, any other course material, and all written course work, field notes, etc. must be presented for review by the appropriate department, which will then notify the Office for International Study of the recommendation for credit.
- For credit associated with an internship, it is expected that the student will produce a substantial academic work of scholarship (often about 20 pages) in the approving faculty member's discipline that is somehow linked to the internship, whether closely or more distantly.
- The amount of credit awarded will be based upon the faculty member's application of Smith Special Studies credit criteria for the applicable department and will be ***independent of the amount of credit awarded by the study abroad program*** (Smith faculty normally award 0, 1, 2, 3, 4, or 6 credits in proportion to the quantity and standard of work completed, but may award up to 8 credits as appropriate, normally not exceeding the credit awarded by the study abroad program).

### To be completed by the Student:

Student Name: \_\_\_\_\_ Graduation year: \_\_\_\_\_

Major: \_\_\_\_\_

Study Abroad Program: \_\_\_\_\_

Term and Year Abroad: \_\_\_\_\_

Topic of *Project Associated with Internship* to be completed abroad:

\_\_\_\_\_

**To be agreed upon by the Student and Faculty Member:**

Written end product: \_\_\_\_\_

Approximate length: \_\_\_\_\_

Notes re: primary source use, references to other scholarship, etc:

\_\_\_\_\_  
\_\_\_\_\_

Any consultation during research and writing:

\_\_\_\_\_

Other notes / materials to be included in review:

\_\_\_\_\_

Number of Smith special-studies-equivalent credits to be earned if all expectations are met:

\_\_\_\_\_

**FACULTY:** I have discussed the proposed internship and the student's plan for completing Special Studies standard work, and agree to review the work for Smith credit upon the student's return.

Faculty Signature \_\_\_\_\_ Department \_\_\_\_\_

Faculty Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT:** I understand that the amount of Smith credit earned by the project above will be determined after my return, based on the evaluation of the written materials I bring back for review, and may differ from what has been proposed and what is awarded by the study abroad program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

In the event that study-project-based-on-an-internship changes significantly while abroad, or is finalized only after arrival abroad, all the information above must be restated and agreed upon by the student and faculty member in confirming emails, and must be forwarded to the Office for International Study ([studyabroad@email.smith.edu](mailto:studyabroad@email.smith.edu)).