



Academic Internship Design Worksheet

Thank you for your interest in offering academic internships at Cal State Fullerton. We appreciate your decision to serve as co-educators in your field of expertise. To expedite the registration and approval process, please use this worksheet to **develop your internship outline**. Our office reviews all academic internships for their **relevance to a student's field of study** and **the potential risk/safety issues** the student might face during the internship. As such, a focused description of the academic merits of your position is helpful in our evaluation of the internship position.

STEP 1: LEARNING OUTCOMES

Begin building your academic internship by starting with the projected learning outcomes for the student. Think about the variety of industry-related skills that you expect the student to acquire by the end of the internship. *For assistance, you may refer to <http://online.onetcenter.org> for additional info on the knowledge, skills, and abilities associated with most occupations.*

	Learning Outcome <i>By the end of the internship, the student will be able to...</i>
1	
2	
3	
4	
5	

STEP 2: TRAINING

Identify the specific training methods you will use to ensure the intern achieves each learning outcome. Consider the *type and frequency* of mentorship and feedback you will provide and any *materials, assignments, or orientations* the intern must complete as part of the ongoing training process.

Learning Outcome #	Proposed Training Method <i>To help the intern achieve the proposed learning outcomes, I will...</i>
1	
2	
3	
4	
5	

STEP 3: TASKS

Finally, develop specific tasks, projects, or assignments that are intended to demonstrate the student's progress towards achieving the learning outcomes. While administrative tasks are important, we ask that any administrative assignments account for no more than 20% of the intern's time throughout the internship.

Learning Outcome #	Tasks, Projects, or Assignments <i>The intern will demonstrate their learning outcomes by...</i>
1	
2	
3	
4	
5	