

## 1. EXPL 205 (Summer) 240-hour internship requirement

All students electing to do a summer internship for .13 units of credit will be part of a cohort of students assigned to one shared faculty member who will act as the faculty internship advisor. Students will attend one meeting at the end of April – prior to their summer internship – to receive instructions from the faculty internship advisor. Students will also be expected to participate in up to two summer conference calls with the EXPL summer cohort to discuss experiences and explore connections to academic/professional goals. Students will complete a learning plan, meet with a CDO advisor, attend scheduled meetings with the faculty internship advisor, complete the hour requirement, and meet all reflective requirements for faculty review. Students intending to take EXPL 205 should start the preliminary steps noted below with an asterisk as early as possible.

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EXPL 205 students need to meet the below requirements:

- Prepare an updated resume and a draft of a cover letter for an internship of interest.\*
- Complete the [EXPL Learning Plan](#).\*
- After completing the above, schedule a meeting with a CDO advisor through Symplicity, and prior to the April class with the faculty internship advisor. When scheduling this meeting, indicate your intent to enroll in EXP 205. This will prompt the CDO to record your name as part of the EXPL student roster and to submit it on your behalf to the Registrar's Office. In the CDO meeting you'll review:
  - a. [Resume](#)
  - b. [Cover letter](#)
  - c. [Interviewing and networking skills](#)
  - d. [Learning Plan](#)
- Secure an internship.
- Attend the April cohort class with the faculty internship advisor after completing the learning plan, and meeting with the CDO. During this class, students will: review how this internship connects with academic and/or career goals; discuss the learning plan (shared with faculty internship advisor by the CDO); and review expectations for reflection requirements.
- Attend mid-Summer conference call(s) facilitated by the faculty internship advisor.
- Complete any additional summer-time reflections as assigned by the faculty internship advisor.
- Successfully complete a minimum of 240 internship hours.
- Write and submit a final reflective essay due mid-September.

### *Reflection Paper Considerations:*

- Due at the end of September
- A minimum of 1200 words and no more than 5 pages in length
- To include the following:
  - a. Introduction
  - b. Description of work experience/projects/duties/site
  - c. Internship connection to academic focus
  - d. Academic insights gained from the internship
  - e. Overall internship evaluation-reflection of personal and professional learning and growth
  - f. Conclusion

(\*A secured internship is not required for these initial steps.)

## **2. EXPL 206 (Semester) 60-hour internship requirement (4 hours/week minimum)**

Students interested in gaining .13 units of credit for an internship conducted over the semester need to consult with a faculty member to request they'd be the faculty of record for the course. Once a faculty member agrees, they act as the student's faculty internship advisor and will talk with the student periodically throughout the term about the student's experience and its connection to academic and professional goals. Students complete a learning plan, meet with a CDO advisor, meet with the faculty internship advisor, complete the required hours, and meet reflective requirements for faculty review.

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EXPL 206 students need to meet the below requirements:

- Prepare an updated resume and a draft of a cover letter for an internship of interest.
- Complete the [EXPL Learning Plan](#).
- After completing the above, schedule a meeting with a CDO advisor through Symplicity, and prior to the start of the internship. When scheduling this meeting, indicate your intent to enroll in EXPL 206. This will prompt the CDO to record your name as part of the EXPL student roster and submit it on your behalf to the Registrar's Office. In the CDO meeting you'll review:
  - a. [Resume](#)
  - b. [Cover letter](#)
  - c. [Interviewing and networking skills](#)
  - d. [Learning Plan](#)
- Schedule a conversation with the faculty internship advisor after completing the learning plan, and prior to the start of the internship to: review how this internship connects with academic and/or career goals; discuss the learning plan (shared with faculty internship advisor by the CDO); and to review expectations for reflection requirements.
- Successfully complete a minimum of 60 internship hours.
- Complete a post-internship conversation with faculty internship advisor to review learning plan goals, and discuss related topics. Questions to consider include:
  - How did this internship fit (or not) into your respective classes?
  - What was the most challenging aspect?
  - Consider your assumptions, values and beliefs about the work and/or related issues going into the internship and how they've been challenged, changed or affirmed throughout the experience. (How has your service changed the way you think?)
  - What was your most memorable experience?
  - Was there anything that surprised you?
- Write and submit final reflective essay two weeks before the end of classes.

*Reflection Paper Considerations:*

- Due at the end of September
- A minimum of 1200 words and no more than 5 pages in length
- To include the following:
  - a. Introduction
  - b. Description of work experience/projects/duties/site
  - c. Internship connection to academic focus
  - d. Academic insights gained from the internship
  - e. Overall internship evaluation-reflection of personal and professional learning and growth
  - f. Conclusion

**3. Student Checklist for EXPL 206 (Semester) *Health Coach Internship Opportunity*** - Please contact Josh Lisko, Assistant Director for Career Development at [lisko1@kenyon.edu](mailto:lisko1@kenyon.edu)

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