



CENTER FOR INTERNSHIPS & COMMUNITY ENGAGEMENT

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 offices review all academic internships for their **relevance to a student's current field of study** and **the potential risk/safety issues** the intern might face during the internship. As such, a focused description on 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 their 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 method of training you will employ to ensure your intern achieved each respective learning outcome. Consider the **type and frequency of mentorship** you will provide and **any materials, assignments, or orientations** the intern must complete as part of their 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 their 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 their internship term.

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