



## HON 395 - Honors Internship

### Eligibility and Requirements

HON 395 internships are designed to help students gain valuable hands-on experience and connections in different career fields while also earning HON credits.

To be eligible for HON 395, students must be at least 18 years old, at sophomore standing or higher (at least 30 credits earned), and hold a GPA of 3.3 or higher. To enroll, students must gain consent of the Dean of Honors College by following the 5-step application process outlined at: [unlv.edu/honors/internships/apply](http://unlv.edu/honors/internships/apply). Students who do not complete the forms required for HON 395 will not be permitted to register for the course.

### CREDIT EARNED FOR HON 395

HON 395 can be taken for 1-3 credits and is a Satisfactory/Failing course. The course may be repeated; however, students cannot use more than 3 credits towards graduation. The number of credits earned is determined by the hours spent completing internship work during the semester:

- 3 credits: approximately 150 hours during the semester (10 hours per week)
- 2 credits: approximately 100 hours during the semester (6-7 hours per week)
- 1 credit: approximately 50 hours during the semester (3-4 hours per week)

The number of hours worked includes both the time spent on site and any time spent completing assigned reading or writing required by the employer. You may start working as an intern before registering for credit, but you can apply those hours to the total 50-150 hours ONLY AFTER the Honors College has approved such an arrangement.

HON 395 credit can count toward the total number of required HON credits for the University Honors program. HON 395 cannot, however, count in place of any particular core distribution requirements within the University Honors curriculum.

**Please note:** All HON 395 internships are unpaid; No international internships.

### INTERNSHIP MENTOR/SUPERVISOR

Each HON 395 internship offered through the Honors College has a representative from the organization serve as the Internship Mentor/Supervisor. This individual works with both the intern (student) and the Dean to coordinate details for the internship.

The Dean will contact your internship mentor/supervisor at mid-semester seeking feedback on your work. At the end of the semester, the internship mentor/supervisor will be contacted again and provided with an evaluation form. The evaluation form will ask the mentor/supervisor to rate your performance as Satisfactory (S) or Failing (F) based on your professionalism, the quality of your work, and your communication skills.

## HON 395 ASSIGNMENTS

In order to receive a grade of Satisfactory (S) for HON 395, students will need to complete the required hours of work, receive a Satisfactory (S) rating from their mentor, and complete the following three assignments on time.

### 1. Weekly Log

For the first half of the semester, students are required to maintain a weekly log of their internship experience. Each weekly entry should be written as a journal that includes the following:

- A heading indicating the week of the semester and the corresponding dates (e.g., Week 4: Monday 2/5 – Wednesday 2/7)
- A fairly detailed description (1 paragraph) of the work performed during the week, including shadowing or observing other employees
- A brief reflection (1 paragraph) on what was learned from specific tasks and/or observations

All journal entries must be typed. Students will submit a hard copy of the Weekly Log to the Dean of Honors during the Mid-Semester Meeting (see below).

### 2. Mid-Semester Meeting with Dean of Honors

The mid-semester check-in meeting should take place during Weeks 6-8 of the Fall or Spring semesters, or in the middle of the summer term. This meeting is an opportunity for the student to discuss the internship experience thus far, reflect upon what s/he is learning, and address any concerns. The student should also submit the Weekly Log assignment during this meeting.

### 3. 10-Page Reflection Paper

The reflection paper should detail what students learned through the internship experience. In addition to describing their workplace duties and responsibilities, students should reflect upon ways they improved their skills and expanded their knowledge. It is expected that the Weekly Log assignment will help inform the reflection paper. While students are not required to incorporate outside sources into this paper, they are expected to explain how the relevant theory and research they have learned through their coursework applied (or did not apply) to their internship experience.

All reflection papers must be typed, double-spaced, written in 12 point Times New Roman font. A reference list is only required if outside sources are used. This 10-page paper must be turned in to the Dean of Honors by the last week of the semester. Students can submit their papers via email or they can drop off a hard copy to the Honors College.

To review a list of current internship opportunities, please visit: [unlv.edu/honors/internships](http://unlv.edu/honors/internships)

All questions about HON 395 should be directed to Dr. Tony Terrell, Director of Advising and Recruitment, at [tony.terrell@unlv.edu](mailto:tony.terrell@unlv.edu).