



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 HC Internship Program Coordinator by following the 5-step application process outlined at:

unlv.edu/honors/internships

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. Completing an HON 395 (3 credits) internship replaces one HON 400-level seminar course (3 credits) requirement. Please contact your Honors Advisor for more details.

Please note: For both paid and unpaid HON 395 internships, students apply for the position directly through the organization that is hosting the internship. If students secure a paid internship but also need to take a corresponding internship course that is for-credit, please contact the Program Coordinator to discuss viable options. 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 Program Coordinator to coordinate details for the internship.

The Program Coordinator 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 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 Program Coordinator during the Mid-Semester Meeting (see below).

2. Mid-Semester Meeting with Program Coordinator

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 has been learned so far, 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 Program Coordinator 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.

4. LinkedIn Intern Reflection Post

Using content from Weekly Log journal entries and internship site experiences, each student must create a LinkedIn reflection post. The HON 395 LinkedIn reflection post should be 300-400 words, summarizing the internship experience and key lessons learned. The reflection post must include the intern's headshot and/or an action photo from the internship site, and the photo(s) should be attached to the LinkedIn post as a single photo or a collage. This assignment must be submitted the month before Final Exams Week in Spring/Fall and the week before course completion during the Summer Term.

5. Career Readiness and Life Design Badges

Earn one or more of the [UNLV Career Readiness and Life Design Badges](#) before the Mid-Semester Meeting (i.e., Weeks 6-8 of the Fall or Spring semesters, or in the middle of the summer term) with the Honors Program Coordinator. These badges are designed to support students' career preparation and proficiency in career-oriented skills that employers highly value. Students boost their resumes and network by sharing what they've learned from earning a UNLV badge(s) on their LinkedIn profiles. The Career Competencies and Life Design Badges are available on [UNLV Canvas](#). The knowledge gained from completing the Career Readiness and Life Design Badge should also be incorporated into the 10-page reflection paper; students should apply the career readiness skill to their internship experience.

6. Prototype Conversation: Life Design Interview

Borrowing from the Designing Your Life book by Bill Burnett and Dave Evans, each student will complete a life design interview with a professional they want to emulate after graduation (Dr. Terrell will provide the Chapter #6 Prototyping supplemental reading pages). The professional's field of employment should align with the student's ideal career destination. Students will creatively demonstrate the learning outcomes for this assignment by finalizing a recorded podcast-style interview (in-person or virtual) or a narrated PowerPoint presentation, no longer than 5-10 minutes. In addition to the prototype conversation questions listed below, each student must create two questions of their own.

Required Life Design Interview Questions:

1. Who or what was the catalyst for entry into this profession?
2. What does your role entail? Please describe a typical workday or week.
3. What challenges is your organization most concerned about right now?
4. How is success measured at your organization?
5. What next steps should I take to be career-ready for this profession?

This assignment must be submitted the month before Final Exams Week in Spring/Fall and the week before course completion during the Summer Term.

CURRENT OPPORTUNITIES

To review a list of current internship opportunities, please visit: unlv.joinhandshake.com/e/987733

All questions about HON 395 should be directed to the HC Internship Program Coordinator, Dr. Tony Terrell, at tony.terrell@unlv.edu.