

Printable Data Collection Form

This form is **only a guide** to help you collect **all information needed** to complete the [Handshake Experience Internship Learning Agreement \(ILA\)](#) form online **BEFORE** you start and should not be submitted.

To submit the ILA login to Handshake, select the Career Center tab, followed by the Experiences tab and then select Request an Experience. If you need to make a change to the Handshake Experience ILA form after it has been submitted, you must contact the Career and Post-Graduate Development office.

You will receive 4 emails during the cycle of the Online ILA.

1. The first email will be sent to you upon your submission of the Student portion of the ILA.
2. The second email will be sent to you upon the submission by your Site Supervisor of his/her portion of the ILA.
3. The third email will be sent to you upon the submission by your Internship Faculty Advisor.
4. The fourth email will be sent upon submission of the Internship Post-Reflection section of the ILA form. This email will indicate the successful completion of the online ILA form.

When completing the ILA form online, do **NOT** submit it more than once or the site supervisor will get additional email requests to complete their section. It is your responsibility to monitor the process to be sure all portions of the ILA form have been completed by the deadline for credit.

Questions on this form should be addressed to the Career and Post-Graduate Development office at 610-409-3599 or internships@ursinus.edu.

You will need the following information for the ILA:

Name of employer or the organization where you will intern:

Name of employer site supervisor:

Email of employer site supervisor:

Name of UC Internship Faculty Advisor:

Student ID number (found on your ID card):

Student cell phone number:

Name of academic department granting credit:

Description of internship experience:

Number of internship credits you are seeking (3 or 4 credits):

Semester/Year in which you are completing the internship:

Semester/Year in which you are seeking credit:

Internship location type (in-person, remote, hybrid):

A description of the department requirements:

Internship Learning Objectives and Pre-Reflection Question

An academic internship is a carefully monitored work experience in which an individual has intentional goals and reflects actively on learning throughout the experience. The Internship Faculty Advisor and student work collaboratively to identify goals and desired learning outcomes. The student's learning outcomes should fit into three broad areas: Academic Learning, Professional Learning, and Personal Learning. It is recommended that two or more specific learning outcomes be identified in each area with clear strategies for accomplishing and evaluating them.

Help in writing your objectives can be found in the document, *Writing Learning Objectives*, found on the [Internship Page](https://www.ursinus.edu/live/files/114-writing-learning-objectives) of the Career and Post-Graduate Development Website:
<https://www.ursinus.edu/live/files/114-writing-learning-objectives>

Academic Learning Objectives:

Professional Learning:

Personal Learning Objectives:

Internship Pre-Reflection Question: How will this experience help you answer the question, "What will I do in my professional and personal life?"

MID-SEMESTER SURVEY

In the middle of the semester, you will be emailed a survey asking for feedback on the mandatory course on Canvas, Internship PREP. Your thoughtful feedback will be used to evaluate, revise, and add new content to the course.

INTERNSHIP POST-REFLECTION

Near the end of the semester, you will be emailed a survey link directing you back to your ILA form for completion. You will be asked to reflect on your internship by responding to the questions below. These responses will be accessible by your UC Faculty Internship Advisor, along with your original ILA responses.

Learning Objectives Outcomes

Did you meet your Academic Learning Objective? Explain your response

Did you meet your Professional Learning Objective? Explain your response

Did you meet your Personal Learning Objective? Explain your response

Post-Reflection Question: How has this experience helped you answer the question, "What will I do in my professional and personal life?"

This Printable Data Collection form is also online in the student section of the Career and Post-Graduate Development Website under Internships: <https://www.ursinus.edu/live/files/1175-internship-data-collection-form-with-objectives>