

Printable Data Collection Form (summer 2020 modifications for remote internships)

The form is located 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>)

Important Note: This form is **only a guide** to help you collect **all information needed** to complete the ILA form **BEFORE** you start, and should not be submitted. When completing the ILA form, do **NOT** submit it more than once or the site supervisor will get additional requests to complete their section. If you need to make a change to the ILA form after it has been submitted, you must contact the Career and Post-Graduate Development office.

You will receive 3 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. This email will indicate the successful completion of the online ILA Form.

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.

In order to complete the ILA form you will need the following information:

Academic Department granting credit:

Internship Faculty Advisor:

Semester and Year in which you are seeking credit:

Semester and Year in which you are completing the internship:

Name of the organization where you will intern:

Name of site supervisor:

Email of site supervisor:

Number of internship hours:

Internship Learning Objectives

An academic internship is a carefully monitored work experience in which an individual has intentional goals and reflects actively on what she or he is 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](#) of the Career and Post-Graduate Development Website.

Academic Learning Objectives (Maximum of 8000 characters)

Professional Learning (Maximum of 8000 characters)

Personal Learning Objectives (Maximum of 8000 characters)

Internship Pre-Reflection

How will this experience help you answer the question, "What will I do in my professional and personal life?"

For remote internships also answer the following questions:

1. Identify how the remote setting will support your work toward the objectives written in the ILA
2. Write a short paragraph describing how you will regularly (ex. once a week) and remotely (ex. Zoom meeting) connect with your Site Supervisor throughout the internship.
 - a. Include how many hours you have planned to work remotely.
 - b. Include any additional activities (ex. research on creating remote workouts for teen athletes) and the number of hours to complete those activities.

Post-Reflection

Internship Learning Objectives Outcomes

Academic Learning Objectives (Maximum of 8000 characters)

Professional Learning (Maximum of 8000 characters)

Personal Learning Objectives (Maximum of 8000 characters)