

-- Guidelines for "reverse" internships.

Attached is a Reverse Intern Application form which the DTF recommends for your consideration. The cover sheet refers specifically to reverse interns. However, the DTF recommends that this application be used for all students who plan to start in the Individual Contracted Studies Mode their first quarter at Evergreen. If this recommendation is implemented the cover sheet should be modified as necessary. The questionnaire sheet will apply in either case.

Once completed by an applicant this form should be submitted to the Admissions Office along with transcripts and the regular Evergreen admissions applications. A five member committee should then review all this material and determine whether the applicants should be accepted into the College. Members of this committee should include an Academic Dean, the Director of Cooperative Education, a representative from Admissions, a faculty member and a student. Whenever a reverse internship is included as part of the proposed academic work the Director of Cooperative Education will insure that the field supervisor is contacted to determine his or her willingness to participate and to explain the objectives of the Evergreen Internship Program.

-- Limitations, if any, on the number of units a student may earn through internships.

In an attempt to insure a balanced academic program for Evergreen students, the DTF recommends that credit received from internships should not normally exceed 24 units. Under special circumstances, students may exceed this limit by securing advance approval from the Director of Cooperative Education and an Academic Dean.

-- The role and responsibility of the faculty sponsor in the internship process.

The DTF recommends the following statement be included in the Faculty Handbook Inclusion on Cooperative Education: "Faculty are required to make a minimum of one site visitation each quarter during the internship to meet with the intern and field supervisor. If faculty, for any reason, are unable to meet this requirement they should contact Cooperative Education and attempt to make alternative arrangements for this visitation."

-- Co-op's role in locating and arranging internships for students in various modes.

Co-op should continue to advise faculty of the importance of advance notification in planning internships as a component of Coordinated Studies and Group Contracts. No policy change is necessary.

-- Interface between Co-op Ed and the Admissions Office.

See Guidelines for "reverse" internships.

-- Interface between Co-op Ed and the faculty.

No policy change is necessary. The DTF specifically recommends not implementing the card system proposed by the Director of Cooperative Education and the Academic Deans. The student members of the DTF felt strongly that this would inhibit the freedom

students now have to explore options. In addition, most members believed it would result in excessive paperwork.

-- Suggestions for better utilization of Co-op Ed resources.

No policy change is necessary.

DPS:kw

## REVERSE INTERN APPLICATION

The attached application should be completed by potential Evergreen students whose personal situations (job, family, distance from Evergreen) preclude their participation in on-campus group contracts or coordinated studies and who plan to use a commitment to an off-campus agency to generate academic credit. At Evergreen this situation is referred to as a reverse internship. This application form serves three important functions for the College. First, it is an attempt to insure that the proposed activity is truly a learning experience worthy of academic credit. Secondly, it will be used as a mechanism to insure that the on-the-job supervisor is familiar with the goals of the internship program and is committed to supporting the student in this endeavor. Finally, it is an attempt by the College to review the student's proposed academic plan to insure the College has the necessary faculty and resources to support the student through graduation.

Approval of this application does not guarantee the student a faculty sponsor who is willing to grant credit for the proposed activity. As with all Individual Learning Contracts, it is the student's responsibility to locate a faculty and then to negotiate a mutually acceptable academic package, including the reverse internship, in order to generate credit. To facilitate this process, a copy of this approved application should be held by the student for review by counselors and faculty while the student is seeking a sponsor.

The following are questions which the committee reviewing this application should consider.

1. Is this student capable of learning independently in the individual contract mode?
2. Has the student thought through the implications of the proposed activity?
3. Do the circumstances justify academic credit without first spending time on-campus?
4. If the proposed activities are successfully completed will they warrant the receipt of an Evergreen degree?
5. Does the application demonstrate the skills necessary to perform the proposed activities?
6. Do we have the resources to support and evaluate this activity?
7. How much of the student's time between now and graduation will be spent on-campus?
8. Does the student have any previous college background?

1. Why do you wish to start at Evergreen in the Individual Contracted Studies Mode?
2. What will be the academic credit generating activity under this Individual Learning Contract? (Include name of organization, name of on-the-job supervisor, and his or her telephone number, if appropriate.)
3. If you are proposing an internship, what will be your position description when you begin generating academic credit? Are you currently involved in this activity? If so, what is your current position description? (Attach position descriptions, including percentages of time spent in various activities.)
4. What do you hope to learn in this activity?
5. What mechanisms can you suggest for the evaluation of this learning? Is your supervisor willing to participate in the evaluation?
6. What is your previous college background?
7. Have you had any other significant learning experiences which would be helpful in evaluating this application?
8. What is your previous job experience?
9. Outline, in general, your proposed academic program at Evergreen through graduation. (Identify general areas of study, and whether they will be pursued on-campus or off.)
10. What kind of academic support will you require for these activities? (Faculty expertise, facilities, equipment, etc.)
11. Do you plan to apply for external credit? If so, in what field of study?

_____	Academic Dean
_____	Director, Cooperative Education
_____	Admissions Representative
_____	Faculty Member
_____	Student