As part of Calvin LifeWork, each student is required to participate in an approved internship or research fellowship prior to the start of their fourth year in the program.

**Important notes:**

- If you are doing an internship or practicum as a required part of your curriculum (nursing, education, social work, and recreation therapy), your curricular experience fulfills this requirement, and you do not need to do another internship through Calvin LifeWork, **even if your internship/practicum does not take place until your fourth year at Calvin**.
- If you are doing an internship for credit through your major but it is not a required part of your curriculum (e.g. BUS 359, BIO 385), this will fulfill your Calvin LifeWork requirement **as long as it is completed by the end of the summer prior to your fourth year**. You will not have to complete extra paperwork for Calvin LifeWork.
- If you have questions about your specific situation, please contact your career coach.

*For those who are not already doing an internship for-credit prior to the start of their fourth year, review the following the details on requirements and expectations for the CLW internship/research fellowship.*

**PROCESS**

**Step One:** Complete the [Experiential Learning Request Form](#)

- A copy of this form will go to your Career Coach, who will approve or not approve your proposed experience.
- Once approved, you will be enrolled in the Internship Module in clw.calvin.edu.

**Step Two:** Complete the [Learning Contract](#) form linked in the module with your supervisor

- This form helps you and your supervisor determine three key goals to work on during the internship and talk about expectation.
- Once complete, upload it into the clw.calvin.edu internship module.

**Step Three:** Provide your supervisor with the [Performance Review](#) form at the end of the internship. Once your supervisor completes the form, upload the completed copy to the Internship Module in clw.calvin.edu.

**OPEN ENROLLMENT AND PERFORMANCE REVIEW TIMELINES**

You can complete step one and two of this process during the following time periods:

- **Summer internships:**
  - May 1 – June 30: the experiential request form needs to be completed and the learning outcomes form needs to be submitted to clw.calvin.edu.
  - September 30: deadline for uploading the performance evaluation.
- **Fall internships:**
  - August 1 - September 30: the experiential request form needs to be completed and the learning outcomes form needs to be submitted to clw.calvin.edu.
• February 1: deadline for uploading the performance evaluation.

• Spring internships:
  o January 1 - February 29: the experiential request form needs to be completed and the learning outcomes form needs to be submitted to clw.calvin.edu.
  o June 1: deadline for uploading the performance evaluation.

REQUIREMENTS FOR INTERNSHIPS

• Experiences can be paid or unpaid, for-credit or non-credit, during the semester or during the summer.
• You are eligible to complete this experience after two full-time semesters of study.
• You are responsible for finding your own opportunity; support may be sought from campus resources, such as the Career Center, Service-Learning Center, faculty, and staff.
• When you are completing an internship for credit, under the supervision of a faculty member, the Calvin LifeWork program will not monitor you or require you to complete these forms. We will accept the credit course as fulfilling this requirement if it is in progress prior to June 30 before your fourth year.
• You should work a minimum of 10 hours per week for a minimum of 10 weeks, or a minimum of 100 hours total.
• The experience should be supervised by an expert in the field in a guided working and learning experience. This supervisor could be a manager, consultant, professional researcher, etc. The supervisor may not be a close relative of the student (parent, grandparent, or sibling). You should not be serving the role of expert. For example, a computer science student should not be interning at an organization that needs a new website but has no staff members who know how to create or manage a website.
• Tasks should consist of mainly higher-level work (as a guideline: no more than 25% of work considered menial). Work that is appropriate involves at least some decision making, analysis, or creativity rather than completing simple tasks. Examples of menial work include photocopying, filing and making coffee. While these types of tasks can make up some of the internship, they should not dominate it.
• Should be a new learning experience, not simply continuing in the same role you have been doing for a while, although it can be at the same employer.

RESEARCH EXPERIENCE DETAILS

• If you are doing the research experience for credit under the supervision of a faculty member, the assumption is that these requirements or others of a similar nature have been met. Conducting individual research for a typical class project on a topic that you have chosen does not qualify.
• If you are conducting a non-credit research experience you must have the research experience approved by your career coach prior to the start of the project.
• You can be working under a professor to contribute to the professor’s research.
• You can produce original research in a 300-level research course with direct supervision of a faculty member.

EXCEPTIONS

• Under extenuating circumstances, such as a disability that does not allow for this requirement to be met, a student may apply for an exception. A suitable replacement project will be designed by the career coach and the student. Complete this exception form.