



HONORS COLLEGE

The University of Texas at Arlington

SENIOR PROJECT GUIDELINES FOR INTERNSHIPS

(Updated July 2014)

If your academic major allows you to use an internship for the Honors Senior Project and you wish to take this option, then you should do the following:

1. Find and arrange for the internship with a suitable firm, agency, nonprofit, etc. The work can be either paid or unpaid.
2. Identify a UTA instructor in your department (a tenured or tenure-track faculty member or a full-time lecturer) to serve as your mentor. As a guide and coordinator of your work, your mentor will ensure, among other things, that the internship is worthy of academic credit (you should be doing more than making coffee or filing). Your work schedule is negotiable, but the number of hours you spend at the workplace should be *at least* the equivalent of a three-hour course (45 contact hours over the course of a long semester).
3. Arrange for a professional person at the workplace to oversee your work. The precise duties, responsibilities, and/or deliverables are determined among you, your workplace supervisor, and your faculty mentor *at the beginning of the semester* so that all agree on expectations. Your faculty mentor will require a substantive paper as outlined below for Honors credit and should make the requirements clear to you in advance.
4. Working in consultation with your mentor, complete and submit a Senior Project Proposal and Proposal Form to the Honors College (www.uta.edu/honors/documents/project/project_proposal.pdf). The proposal should identify a disciplinary topic, note relevant published research on the topic, and establish how you plan to use the internship experience to study it. Once your proposal has been approved, an Honors advisor will contact you about enrollment in a course.
5. Maintain a journal or other record of your internship experience and arrange to meet with your faculty mentor regularly (at least biweekly) during the semester to review your work in the internship as it progresses.
6. At the end of the semester, your workplace supervisor will submit a letter to your faculty mentor evaluating your performance and recommend a grade. You will submit to your faculty mentor a portfolio that includes two parts: your notes or journal and a substantive written product. The latter should contain both an academic study of the disciplinary topic and a reflective component that outlines the academic and personal significance of the internship experience. You might also consider how the internship complemented on-campus coursework in your major, or even changed your conception of that academic discipline and its contribution to society. Your faculty mentor will evaluate the portfolio and determine an appropriate grade.
7. To satisfy the requirement for the Honors Senior Project, submit the substantive written product in the Senior Project template to the Honors College for final approval (www.uta.edu/honors/project/thesis/HonorsThesisTemplate.docx), and present your project at the Honors Research Symposium (HRS). A successful presentation will not only describe the internship experience and its role in your academic and personal development, but also place that experience within a larger academic context, either of your discipline specifically or of the place of internships in higher education more generally.