

Questions? Contact Amy Morrill Bijeau | *Associate Director of Internships and Career Advising* | phone 202-895-4967
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What are the details about internships?

- **Requirements:** Students with no ELF one month after the semester begins must complete the *Internship Alternative*.
 - See “Internship Resources” on the Internship Web navigation bar for detailed *Internship Alternative* guidelines.
- **Approval:** Professors must approve each internship form (scroll to the end of the ELF).
 - Professors may choose to reject an ELF for any reason.
 - Denied ELFs will be returned to students for edits and resubmission.
- **Communication:** While SPExS staff audit internship forms and evaluations for completion, professors may also choose to remind students and internship sites about form deadlines.
 - Professors may enforce penalties for late forms.
- **Review:** Click **review** by each student’s name to see this:
 - Experiential Learning Form (ELF)—due the first two weeks of the semester
 - Timesheet and Tasks Form—*optional* to complete after ELF approval
 - Student Self-Evaluation—due the final two-weeks of the semester
 - Program Evaluation—due the final two-weeks of the semester
 - Supervisor Evaluation—due the final two-weeks of the semester

How do I document internship time and tasks?

USE THE NEW: **OPTIONAL** TIMESHEET AND TASKS FORM

Experiential Learning Form (ELF)				
Hours (Optional -- to be completed over the course of the semester):	Week Start Date*	Week End Date*	Hours*	Tasks*
	June 1, 2015	June 5, 2015	28.00	Researched Affordable Care Act legislation. Attended budget hearing. Audited receipts.
	June 8, 2015	June 12, 2015	18.00	Attended staff meetings. Updated policy and protocol notes. Synced balance sheets. Reconciled details of three accounts.
	June 15, 2015	June 19, 2015	18.00	Participated in annual review. Compiled notes for auditor. Researched auditing practices and archival notes.
	June 22, 2015	June 26, 2015	16.00	Met one-on-one with staffers from each department. Learned office protocols.

What are SPExS internship resources for students?

- Student Internship Web: <https://spexs-csm.symplicity.com/STUDENTS>
 - *Students gain access as soon as they pay deposits.*
- Internship Advising: <http://www.american.edu/spexs/interns/advising.cfm>
- Internship Guide & More: Resources available to students immediately after they submit deposits.

NOTE: After ELFs are approved, international students on J Exchange visitor visas must receive “Work Authorization” from AU International Student and Scholar Services (ISSS). Approval requires 4-5 business days to process, on average. Students receive final notification about “Work Authorization” approval from isssemployment@american.edu Students need to consult AU advisors for more details.