



## HON 395- Honors Internship Eligibility and Requirements

HON 395 internships are designed to help students gain valuable hands-on experience and connections in different career fields while also earning HON credits.

To be eligible for HON 395, students must be at least 18 years old, at sophomore standing or higher (at least 30 credits earned), and hold a GPA of 3.5 or higher. To enroll, students must gain consent of the Dean of Honors College by following the 5-step application process outlined at:

[unlv.edu/honors/internships/apply](http://unlv.edu/honors/internships/apply). Students who do not complete the forms required for HON 395 will not be permitted to register for the course.

### CREDIT EARNED FOR HON 395

HON 395 approximately 150 hours during the semester (10-11 hours per week) [-28 0 Tdw12 28utl3-2.-23002 T4. (o)7(f)-4.3(

- 2 credits: approximately 100 hours during the semester (6-7 hours per week)
- 1 credit: approximately 50 hours during the semester (3-4 hours per week)

The number of hours worked includes both the time spent on site and any time spent completing assigned reading or writing required by the employer. You may start working as an intern before registering for credit, but you can apply those hours to the total 50-150 hours ONLY AFTER the Honors College has approved such an arrangement.

HON 395 credit can count toward the total number of required HON credits for the University Honors program. HON 395 cannot, however, count in place of any particular core distribution requirements within the Univ-semester seeking feedback on your work.

Supervisor will be contacted again and provided with an  
Supervisor to rate your performance as  
Fairness, the quality of your work, and your

## HON 395 ASSIGNMENTS

In order to receive a grade of Satisfactory (S) for HON 395, students will need to complete the required hours of work, receive a Satisfactory (S) rating from their mentor, and complete the following three assignments on time.

### 1. Weekly Log

For the first half of the semester, students are required to maintain a weekly log of their internship experience. Each weekly entry should be written as a journal that includes the following:

- A heading indicating the week of the semester and the corresponding date (e.g., Week 4: Monday 2/5 – Wednesday 2/7)
- A fairly detailed description (1 paragraph) of the work performed during the week, including shadowing or observing other employees
- A brief reflection (1 paragraph) on what was learned from specific tasks and/or observations

All journal entries must be typed. Students will submit a hard copy of the Weekly Log to the Dean of Honors during the Mid-Semester Meeting (see below).

### 2. Mid-Semester Meeting with Dean of Honors

The mid-semester check-in meeting should take place during Weeks 6-8 of the Fall or Spring semesters, or in the middle of the summer term. This meeting is an opportunity for the student to discuss the internship experience thus far, reflect upon what s/he is learning, and address any concerns. The student should also submit the Weekly Log assignment during this meeting.

### 3. 10-Page Reflection Paper

The reflection paper should detail what students learned through the internship experience. In addition to describing their workplace duties and responsibilities, students should reflect upon ways they improved their skills and expanded their knowledge.