



## **Nonprofit Administration Program Internship**

### **Requirements for a JCU Nonprofit Administration Program Internship (NP 510)**

For a 3 credit internship, you will need:

1. A letter from your internship employer/supervisor outlining your responsibilities.
2. A completed deliverable that you negotiate with your agency. There is a great degree of flexibility on what the deliverable is (e.g. a needs assessment, a marketing plan, a grant) but it should be of sufficient scope to warrant the hours served and the academic credit gained. Students are strongly encouraged to discuss the deliverable with their internship employer/supervisor in advance.
3. Clearly articulate two-three learning objectives. What skill do you desire to learn or practice? What task will help you accomplish? How will it be measured/evaluated/rated and by whom?
4. An 8-10 page paper tying your internship experience to nonprofit administration readings and/or coursework.
5. A second letter from your internship employer/supervisor at the end of the internship specifying that your assigned duties were performed to his/her satisfaction and that the requisite number of hours have been fulfilled.
6. 150 contact hours.

Note: 50 contact hours are required for each course credit. For fewer credits, the other requirements still hold (except with a reduction to the paper length).

# Internship Application

To be completed by the student and the supervisor of the student's internship employer:

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Student Banner Number

\_\_\_\_\_  
Student Contact Number

Semester/Year of Internship: \_\_\_\_\_

Internship Hours: \_\_\_\_\_

Number of Credits: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Site Address: \_\_\_\_\_

Internship Site Supervisor: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

## Internship Details

\*Please attach a letter from your internship employer/supervisor to this document outlining your responsibilities.

Description of Deliverables:

Learning Objective 1:

Learning Objective 2:

Learning Objective 3:

Please return this form,  
in addition to the letter from your site supervisor,  
to the Nonprofit Administration Program's  
Administrative Assistant.

\_\_\_\_\_  
Signature: Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Internship Employer/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Director of the Nonprofit Administration Program

\_\_\_\_\_  
Date

At the end of the semester, you will need to turn in:

- Your paper tying your internship experience to nonprofit administration readings and/or coursework.
- A second letter from your internship employer/supervisor specifying that your assigned duties were performed to his/her satisfaction and that the requisite number of hours have been fulfilled.