**Honors Internship Registration Form**

**Student Information:**

Student Name: 

Banner ID: 

Student Preferred Email: 

Major(s): 

Minor(s): 

**Term:** Fall  Spring  Summer  **Year:** 

Internship Placement Site: 

Site Supervisor Name: 

Site Supervisor Title: 

Supervisor phone number: 

Supervisor email: 

Description of Internship: 

 I am requesting to be registered for the HON 4933 Honors Internship Course. This course may be applied towards my degree requirements and/or Honors curriculum requirements. I understand that it is my responsibility to meet with my primary Academic Advisor to confirm if and how this internship will be applied to my degree prior to submitting this form and the number of credit hours awarded upon completion (3 credit hours for 150 hours time on task or 6 credit hours for 300 hours time on task.) I also understand that it is my responsibility to meet with my Honors Academic Counselor if and how this course may be applied to my Honors Experiences requirements. Finally, I will keep an accurate log of all hours spent engaging in internship work, to be signed by the Supervisor listed above.

I am requesting to participate in the non-course based internship and acknowledge that **no credit hours toward my degree will be applied**. I understand that I must meet with my Honors Counselor prior to submitting this form to confirm that it qualifies as an Honors Experience. Further, I acknowledge that to qualify as an Honors experience; I must at a minimum:

* Be engaged in at least 75 hours of time on task under the new curriculum or 150 hours under catalogs prior to the 2018 – 2020 catalog.
* I must secure an internship site before the first day of the semester.
* I cannot change placement sites once the semester begins.
* Termination from the internship site will result in an automatic disqualification to the internship applied to Honors Experiences requirements.
* I will keep an accurate log of all hours spent engaging in internship work, to be signed by the Supervisor listed above.

I further acknowledge that I will be required to have this non-course based internship transcribed through Career Services.

**Behavioral Expectations**

As you work toward your objective related to your experience for the Honors College, we ask that you keep the following strategies and perspectives in mind. You not only represent yourself, but The University of Texas at San Antonio Honors College. We ask that you carefully read through and abide by the following guidelines to have the best and most productive community experience possible.

**Ask for help when in doubt**

* Your Advisor and/or Readers understand issues related to your activity. You are encouraged to approach them with problems or questions as they arise. They can assist you in determining the best way to respond in difficult or uncomfortable situations.

**Be punctual and responsible**

* As an Honors student, you are expected to exemplify the ideals found in the HERBS. Your committee is offering the gift of their knowledge and time to guide you through the experience. Your punctuality and commitment to meeting deadlines over the course of the semester is a sign of respect and appreciation for their gift.

**Call if you anticipate tardiness or absence**

* Call your committee members or others involved in your research if you are unable to make a scheduled meeting or if you anticipate being late. Find an equivalent alternative, consulting your Academic Counselor if you have questions. Be mindful of your committee’s time.

**Show respect for the environment in which you engage in this activity**

* It is an educational opportunity and a privilege to be entrusted in a laboratory or any facility you are conducting research. It is imperative that you conduct yourself in a professional and ethical manner by respecting the space and leaving it in the same condition.

**Be appropriate**

* Set a positive standard for other scholars to follow as a part of UTSA’s Honors College. You are expected to treat each individual you encounter with courtesy and kindness. Dress comfortably, neatly, and appropriately to the activity.

**Be understanding**

* Receiving a critique of your work or research progress is a natural part of the process. Understand that your committee is supports your efforts but must ensure that academic standards for research are maintained: again, you are representing the Honors College and the University.

 By initialing here, you agree to these behavioral expectations and acknowledge that failure to meet them can jeopardize the application of the internship to satisfy Honors requirements.