

HNRS-410: HONORS CAPSTONE INTERNSHIP – 3 CREDIT HOURS

GENERAL INFORMATION:

Students enrolled in the Honors Capstone Internship course will be working to deepen their understanding of a professional setting related to their major field of study. They will also complete a Capstone Project related to their internship.

For this course, students will be required to: 1) complete all course paperwork, 2) complete 127 internship hours over the course of the semester, 3) complete the course assignments/requirements listed on the course syllabus, 4) complete a Capstone Project related to their internship and under the supervision of their internship supervisor, 5) demonstrate professional behavior and communication at their internship sites.

FOR STUDENTS:

Students are asked to take the initiative to secure their own interning placements in order to demonstrate their professional readiness. It is up to the student to determine where they would like to intern, however they must seek out internships that are closely related to their major/area of interest.

TIPS FOR FINDING A PLACEMENT:

1. Learn about [How To Find an Internship \(and Why It's Important\) | Indeed.com](#) and [How to Ask for an Internship: Steps and Tips | Indeed.com](#)
2. Sign up for Handshake <https://joinhandshake.com/students/> to get leads in the area
3. Search online to learn about organizations in the area and reach out to them
4. Ask other students and professors in their home departments if they are aware of opportunities
5. Email the course instructor at honorspracticum@nmsu.edu to find out if they have any leads in their area of interest.

BE PREPARED TO DISCUSS THE CAPSTONE REQUIREMENT FOR THE COURSE:

When approaching potential supervisors about interning, students in HNRS-410 will also need to inform potential supervisors about the Capstone Project requirement for the course. They should explain the following to their supervisors:

- The project should be related to their internship (e.g. a student working at a newspaper might choose to write an investigative article)
- It must be disseminated in some way at the end of the semester (e.g. the student submits the finished article for publication)
- The project should be supplemental to their internship duties and will not interfere with their internship work
- The supervisor will need to advise the student and supervise the project, as needed

Students should also be prepared to introduce some project ideas to brainstorm with potential supervisors.

HOW TO REGISTER FOR THE COURSE:

Once the student has secured a placement, they must contact the course instructor to register them for the course. They should provide the instructor with the following information:

- Their Aggie ID number
- The name of their placement site/supervisor and contact information
- The semester they wish to take the course (summer, fall, or spring)

FOR SUPERVISORS:

The course instructor (via the student) will request the following from the internship supervisor once the semester has started:

The first week of class:

1. A signed agreement form that the student fills out and provides to their supervisor. This form allows the student and supervisor to determine what hours the student will work each week and the student's goals (what they hope to learn).

The second week of class:

2. A signed Capstone Project proposal/approval form

The last week of class:

3. A signed log of the student's interning hours
4. Completion of a quick (10 minute) online student evaluation