

## HNRS-415: HONORS NON-CAPSTONE INTERNSHIP

### GENERAL INFORMATION:

Students enrolled in the Honors Non-Capstone Internship course will be working to deepen their understanding of a professional setting related to their major field of study.

For this course, students will be required to: 1) complete all course paperwork, 2) complete their internship hours, 3) complete the course assignments/requirements listed on the course syllabus, 4) demonstrate professional behavior and communication at their internship sites.

### FOR STUDENTS:

Students are asked to take the initiative to secure their own internship 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.

Students may take HNRS-415 for 1, 2 or 3 credit hours per semester (not to exceed 6 credit hours):

- 1 credit = 42 interning hours
- 2 credits = 84 interning hours
- 3 credits = 127 interning hours

### 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 and 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](mailto:honorspracticum@nmsu.edu) to find out if they have any leads in their area of interest.

### HOW TO REGISTER FOR THE COURSE:

Once the student has secured a placement, they must contact the course instructor at [honorspracticum@nmsu.edu](mailto:honorspracticum@nmsu.edu) to register 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 amount of credit hours they wish to take (see credit hour breakdown above)
- The semester they wish to take the course (summer, fall, or spring)

### FOR INTERNSHIP SUPERVISORS:

The course instructor (via the student) will request the following from their supervisor during the semester.

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 last week of class:

2. A signed log of student's internship hours
3. Completion of a quick (10 minute) online student evaluation