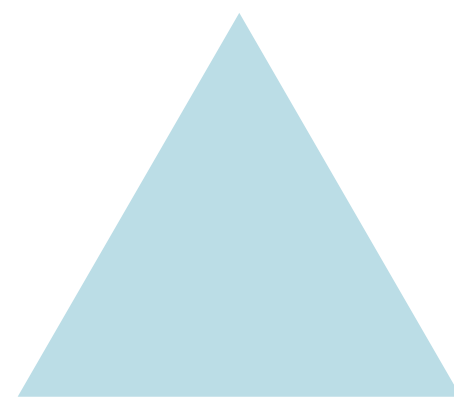


### Step 1: Review the Submittable form

**Visit** [dhc.submittable.com](https://dhc.submittable.com) and review the "[Honors Experiential Learning Opportunity Approval Form](#)."

**Identify** and **meet** with a UM faculty mentor in your discipline about your internship plans. Note: if your internship takes place during the summer, most students will register for credit in the fall semester following their internship.

Student



UM Faculty  
Mentor

Internship  
Supervisor

### Step 2: Meet with your mentor

**Start** a conversation with your faculty mentor about your intended **learning objectives** (what you will be graded on) and deliverables of your internship. You will **co-construct** these with your faculty mentor/internship supervisor. Please note that your internship supervisor must be able to give you a traditional letter grade and that the internship should be for 2 or 3 credits (100-150 hours total).

### Step 3: Fill out the Submittable form

Students should **ask their advisors** whether their department requires a major-specific internship. This affects which course you will register for and put on Submittable form -- either a HONR X98, or MAJOR X98. Either way, you can be eligible for an honors experience.

Are you interested in completing an internship for an honors experience? Follow these steps!

### Step 4: DHC gives an override

Submission of the form will prompt DHC staff to either issue an override (if taking HONR credits) or enter a petition in Degree Works (if registering for an internship in another department/college). You will receive an email via Submittable and then **register** for the appropriate course in the correct semester.

### Step 5: Complete your internship

The student will **complete their internship** under the guidance of their internship supervisor and UM faculty mentor. Options for internship assignments may include journal entries, readings, or reflections.

### Step 6: DHC requests a grade

At the end of the semester in which you are registered for credit, the DHC will reach out to your UM faculty mentor and ask for your **grade**. This letter grade will be based on your completion of the agreed-upon **learning objectives**. If the internship coursework has not been completed by the end of the semester, the mentor will submit an "I" incomplete or "N" in progress to be followed by a final grade once the work is complete.

### Step 7: Complete DHC reflection

Each student will **submit** a 2-3 page reflection, "[Honors Experiential Learning Reflection](#)" to the DHC elaborating upon your internship experience and its connection to your other educational and professional goals. This is due before the end of the semester in which you are registered for credits. More details can be found on Submittable.