Internship- Original

An internship is the supervised placement of a student in business, industry, a social or governmental agency, or other work setting for a specified period and for an appropriate number of credit hours. It is an upper division learning experience, different from both independent studies and practica. The goal of an internship is to afford students an opportunity to apply their theoretical background and skills to an experiential situation. In most instances, students will have completed the relevant theoretical coursework before planning an internship experience. In those instances where that has not occurred, appropriate coursework and/or independent study should be scheduled concurrently with the internship experience. If independent study is prescribed, the Independent Study Policy should be reviewed to ensure that the appropriate procedures/policies are followed.

In order to be eligible for an internship, a student must have completed at least 60 credit hours of college work, have a cumulative grade point average of at least 2.5, and have fulfilled all other departmental prerequisites. Internships are graded “Honors,” “Satisfactory,” and “Unsatisfactory” (H, S, and U). Qualified students shall prepare a learning agreement for the internship with the guidance of the sponsoring professor. The proposal will include the name of the agency where the student will be placed, the name of the site supervisor, the academic objectives of the internship, the nature of the work, the number of credit hours to be earned, and the procedures by which the internship will be supervised and evaluated for a grade.

After the learning agreement is completed and signed by the student, the sponsor/instructor and the program director, it must be reviewed and approved by the department chair and the student’s academic advisor. As a final step in the approval process, the agreement must be submitted to the office of the dean of the student’s major or minor. Agreements should be forwarded to the dean’s office as soon as possible after the prior advance registration period, but no later than the end of the sixth full day of classes of the semester in which the student is doing the internship. Site supervisors will be requested to sign the agreement at the time the internship begins. The copy signed by the site supervisor will be forwarded to the director of the Center for Experiential Learning and placed in the student’s folder.

Internship- Proposed

An internship is the supervised placement of student in approved business, industry, a social or governmental agency, or other work setting for a specified period and for an appropriate number of credit hours. It is an upper division learning experience, different from both independent studies and practica. The goal of an internship is to afford students an opportunity to apply their theoretical background and skills to an experiential situation. In most instances, students will have completed the relevant theoretical coursework before planning an internship experience. In those instances where that has not occurred, appropriate coursework and/or independent study should be scheduled concurrently with the internship experience. If independent study is prescribed, the Independent Study Policy should be reviewed to ensure that the appropriate procedures/policies are followed.

In order to be eligible for an internship, a student must have Junior or Senior standing, have a cumulative grade point average of at least 2.5, and have fulfilled all other departmental prerequisites. Internships are graded “Honors,” “Satisfactory,” and “Unsatisfactory” (H, S, and U) and do not effect overall GPA. Qualified students shall prepare a learning agreement for the internship with the guidance of the faculty sponsor. The learning agreement will include the name of the approved agency where the student will be completing the internship hours, the name of the site supervisor, the academic learning objectives of the internship, the nature of the experience, the number of credit hours to be earned, and the procedures by which the internship will be supervised and academic work that will be used for the evaluation of the student’s final grade.

The learning agreement will go through the approval process which includes the Academic Advisor, Faculty Sponsor, Site Supervisor, and the Center for Experiential Learning.
A student serving an internship will be supervised jointly by a professor from the sponsoring academic department and the professional with whom the internship is being served. The student will be required to submit a scholarly report analyzing, synthesizing, and evaluating the experience. This report, together with the field supervisor’s report and, where practicable, the faculty member’s field evaluation, shall provide the primary basis from which the faculty sponsor will assign a grade for the internship.

Entries on a student’s transcript for such experiences will be labeled “Internship in...” and numbered 498. A student may register for no more than one internship per semester, and may count no more than 12 credit hours of internship credit toward a major or 6 credit hours toward a minor or concentration. No more than 15 hours of internship credit may be counted toward fulfilling requirements for the BA, BFA, or BS degrees, and no more than 21 hours of any combination of independent studies, internships and practica may be credited toward the hours needed for graduation.

A student serving an internship will be supervised jointly by a professor from the sponsoring academic department and the professional from the site where the internship is being served. The student will be required to submit academic assignments analyzing, synthesizing, and evaluating the experience. The academic assignments along with the site supervisor’s evaluation, shall provide the primary basis from which the faculty sponsor will assign a final grade for the internship.

Entries on a student's transcript for such experiences will be labeled "Internship in..." and numbered 498. A student may register for no more than one internship per semester, and may count no more than 12 credit hours of internship credit toward a major or 6 credit hours toward a minor or concentration. No more than 15 hours of internship credit may be counted toward fulfilling requirements for the BA, BFA, or BS degrees, and no more than 21 hours of any combination of independent studies, internships and practica may be credited toward the hours needed for graduation. Registration deadlines for Internships follow the college calendar.
A practicum is a regularly scheduled course which combines a formal classroom instruction with supervised field work in a subject area. It is an upper division course, presupposing considerable background in the area, and is different from both independent studies and internships.

To be eligible for a practicum, a student must have fulfilled all departmental prerequisites. Student evaluation will be the responsibility of the faculty member teaching the practicum in consultation with the field supervisor.

A student may register for no more than one practicum per semester and may count no more than 12 credit hours of practicum credit toward the major and no more than six hours toward a minor or concentration. For more information on Internships and Service Learning contact the Office of Experience Based Education.