HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

INTERNSHIP AT A GLANCE

Internship Policies & Procedures | 2026-2027

WHAT IS AN INTERNSHIP?

An internship integrates classroom knowledge with professional practice, giving students applied experience and career connections while giving employers the opportunity to guide and evaluate emerging talent. Internship credit is earned for experiences directly related to the major — not simply for working at an organization.

KEY NUMBERS AT A GLANCE

2.5	40	160	12
Minimum GPA Required	Work Hours Per Credit	Hours for 4-Credit Internship	Max Credit Hours Toward Graduation

ELIGIBILITY REQUIREMENTS

- Full-time, degree-seeking HPU student
- Minimum 2.5 GPA overall (some programs require higher)
- Good academic and disciplinary standing
- Judicial background check required for all applicants
- Requires 60+ credits or junior standing.
- Must be a new experience — not related to a current job

KEY RULES

- Register BEFORE the internship starts — no retroactive credit
- All internship courses require instructor permission
- Incomplete paperwork by 4:30 p.m. add/drop = auto-dropped
- Overload (>18 credits) requires Dean approval
- Family members cannot serve as direct daily supervisors
- Uphold HPU Conduct & Honor Codes on and off campus

REQUIRED DOCUMENTS (submit via Blackboard/Teams)

- Signed HPU Internship Form (student + faculty coordinator + site supervisor)
- Current Resume
- Unofficial or Official Transcript (via Student Planning)

HOW TO REGISTER: 6 STEPS

1. Speak with your faculty advisor the semester prior — ideally during course registration.
2. Get approval from the faculty internship coordinator overseeing the internship course. Instructor permission is required.
3. Sign the Internship Registration Form; faculty submits it to the Registrar (Attn: Ann Miller, Roberts Hall 101).
4. Access Blackboard/Teams once ETS activates your course (early access available up to 4 weeks before semester).
5. Upload all required documents to Blackboard/Teams by Thursday at 11:59 p.m. before add/drop Friday.
6. If documents are incomplete by 4:30 p.m. on add/drop day, you will be automatically dropped from the course.

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ROLES & RESPONSIBILITIES
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All parties agree to the following responsibilities when participating in a for-credit HPU internship.

STUDENT RESPONSIBILITIES

BEFORE
- Speak with advisor & faculty supervisor the semester prior
- Identify and arrange your own internship site
- Complete all registration paperwork before add/drop deadline
- Co-develop learning objectives with faculty supervisor

DURING
- Log 40 work hours per academic credit
- Submit time logs at frequency set by faculty supervisor
- Uphold professionalism: punctuality, appearance, conduct
- Follow the organization's policies and reporting structure
- Communicate issues to site and/or faculty supervisor promptly
- Request mid-term and final evaluations from site supervisor
- Report any discomfort or harassment to supervisors immediately

AFTER
- Complete and submit all academic assignments on time
- Send a thank-you to your site supervisor

FACULTY SUPERVISOR RESPONSIBILITIES

BEFORE
- Meet with student to discuss internship and credit options
- Clarify expectations for graded work and professionalism
- Approve internship site; co-develop learning objectives
- Provide syllabus template and approve final syllabus
- Approve student registration for the internship course

DURING
- Visit internship site at least once if possible
- Track and review intern time logs each period
- Provide timely feedback on reflections and assignments
- Maintain consistent contact to monitor progress
- Review and respond to mid-term and final evaluations

AFTER
- Submit final grade by Registrar's deadline
- Send a thank-you to the site supervisor
- Submit site info to Dean: student name/email, company, contact

SITE SUPERVISOR RESPONSIBILITIES

SETUP
- Co-develop learning objectives with student (approved by faculty)
- Design a program of activities aligned with internship goals
- Provide a detailed description of intern duties

DURING
- Offer a meaningful orientation to the organization
- Ensure intern engages in real, substantive work
- Provide training, space, supplies, and resources
- Meet regularly to coach critical thinking and independence
- Submit mid-term and final intern evaluations on time
- Notify faculty supervisor immediately if performance suffers
- Monitor and approve hours worked each week

NOTE
- Family members may NOT serve as direct daily supervisors

ORGANIZATION RESPONSIBILITIES

REQUIRED
- Designate a qualified professional as site supervisor
- Provide a safe, harassment-free environment
- Carry liability and/or accident insurance
- Respect diversity; do not discriminate on any protected basis
- Permit inspection of records and facilities if requested

UNPAID INTERNSHIPS (Dept. of Labor)
- Training resembles vocational education; for benefit of intern
- Intern does not displace regular employees
- No immediate advantage derived from intern's work
- Intern understands they are not entitled to wages
- Intern is not guaranteed employment after completion

APPROPRIATE WORK: Projects, research, web development, client interaction, events, promotions. Administrative tasks (filing, phones) should be less than 30% of intern duties.

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INTERNSHIP REGISTRATION FORM
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INSTRUCTIONS: Complete all sections. Faculty supervisor submits Part A to Ann Miller, Registrar, Roberts Hall 101.

PART A — STUDENT & COURSE INFORMATION

Student Full Name	Student ID #	Phone Number

HPU Email Address	Expected Graduation	Overall GPA	Major GPA

International Student? ☐ Yes ☐ No **Any criminal convictions or conduct/honor violations?** ☐ Yes ☐ No

Course Prefix & Number (e.g., COM 4811)	Number of Credits	Semester / Year

Faculty Instructor Name	Internship Start / End Date	Remote? ☐ Yes ☐ No

PART B — INTERNSHIP SITE INFORMATION

Title of Internship	Name of Company / Organization

Site Supervisor Name	Site Supervisor Email Address

ON-CAMPUS INTERNSHIP? ☐ Yes — Approval is at Dean's discretion. Campus Department: _____

PART C — PRELIMINARY LEARNING OBJECTIVES

You will develop and refine your learning objectives in greater depth as part of your internship course. For now, please list 2–3 preliminary learning objectives that directly relate to your academic major and the internship responsibilities you expect to perform. These objectives are intended to help clarify your learning goals and may be revised after consultation with your faculty supervisor and site supervisor.

Template:
"By the end of my internship, I will be able to [action verb] [specific task/skill] in a professional setting."

Example:
"By the end of my internship, I will be able to use Unreal Engine to create photorealistic visuals for client or production projects."

#	Learning Objective	Relevant Courses
Objective 1		
Objective 2		
Objective 3		

PART D — ACKNOWLEDGMENTS & SIGNATURES

- No retroactive credit. Students must register BEFORE the internship begins and complete 40 work hours per academic credit.
- By signing, the student authorizes the faculty supervisor to review their conduct history as part of the application process.
- The student upholds the HPU Conduct & Honor Codes on and off campus and while representing the host organization.
- All midterm and final evaluations must be submitted regardless of circumstance. Contract modifications require prior faculty approval.

Student Signature	Faculty Supervisor Signature	Site Supervisor Signature
Date _____	Date _____	Date _____