

Students may apply for academic credit hours for internship experiences. Each academic credit of internship experience requires 40 hours of supervised work experience (plus 5 hours of academic work) that directly aligns with a student's declared major. Students must register for the internship course prior to the start of their internship.

To be worthy of credit, the experience should give the students the opportunity to reflect upon, analyze, and critique their experiences in a way that demonstrates knowledge of course content and ideas and a sophisticated ability to apply perspectives of that specific field of study. The internship should help students gain new knowledge and apply classroom knowledge so their knowledge becomes contextualized and operational.

The internship needs to be structured so that the student, faculty member, and site supervisor know exactly what is expected of each and so that it is truly an educational experience. Students may look at an internship as a job experience and the on-site supervisor may look at it as gaining a temporary employee, but for an internship to be for credit, structure is needed to preserve the academic integrity of the course.

An internship should be a new experience for the student. Therefore, the internship cannot be related to someone's current job nor can an internship be done retroactively.

The student must be registered for the internship during the term that he/she is doing the internship. Internships should usually occur in the junior or senior years or after significant course work has been completed.

Academic units decide how internships for credit fit into their curriculum and set up specific parameters. The guidelines provided in this document are only minimal requirements. The college or department may develop additional criteria.

## POLICIES FOR EXTENUATING CIRCUMSTANCE

- A. What if my internship for credit is canceled before I have logged 25% of my total required hours and there is no virtual option? If the student's site has suspended their internship in its entirety before the internship has begun or before the student has logged 25% of their total required hours, and the student was planning to receive academic credit for the experience, they will either need to find another internship before the deadline or pursue academic credit another semester.
- B. What if my internship for credit is canceled after I have logged 25% of my total required hours and there is no virtual option? If there is not a virtual option, the student should email their internship faculty supervisor. An alternate assignment might be given by the student's internship faculty supervisor. The work, outcomes of the work, and experience should be equivalent to that of an in-person and on-site internship. In circumstances beyond the student's control, prorated credit might be awarded. We require all midterm evaluations to be submitted (from both the student and site supervisor) no matter the circumstance.
- C. What if my internship for credit has suspended in-person internships at any point in the semester but there is a virtual option? The student should work virtually and fulfill all responsibilities as normal and as agreed to with the site supervisor and faculty supervisor. If the internship is virtual, the work, outcomes of the work, and experience should be equivalent to that of an in-person and on-site internship. The student should have weekly phone calls or video conference calls with their site supervisor. The student should ensure they are on track and fulfilling their responsibilities and meeting their equivalent student learning outcomes that would have occurred if the internship were in-person and on-site.

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BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE POLICY ABOVE, THE REQUIREMENTS, AND THE DISCIPLINE GUIDELINES.

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Student Signature

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Date