

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY



Data collected by HPU in accordance with the National Association of Colleges and Employers (NACE) standards shows 98.9% of all graduates in the Class of 2022 were employed or furthering their education within 180 days of graduation, which is 14 points higher than the national average reported by NACE.



Internship Policies & Procedures 2024-2025



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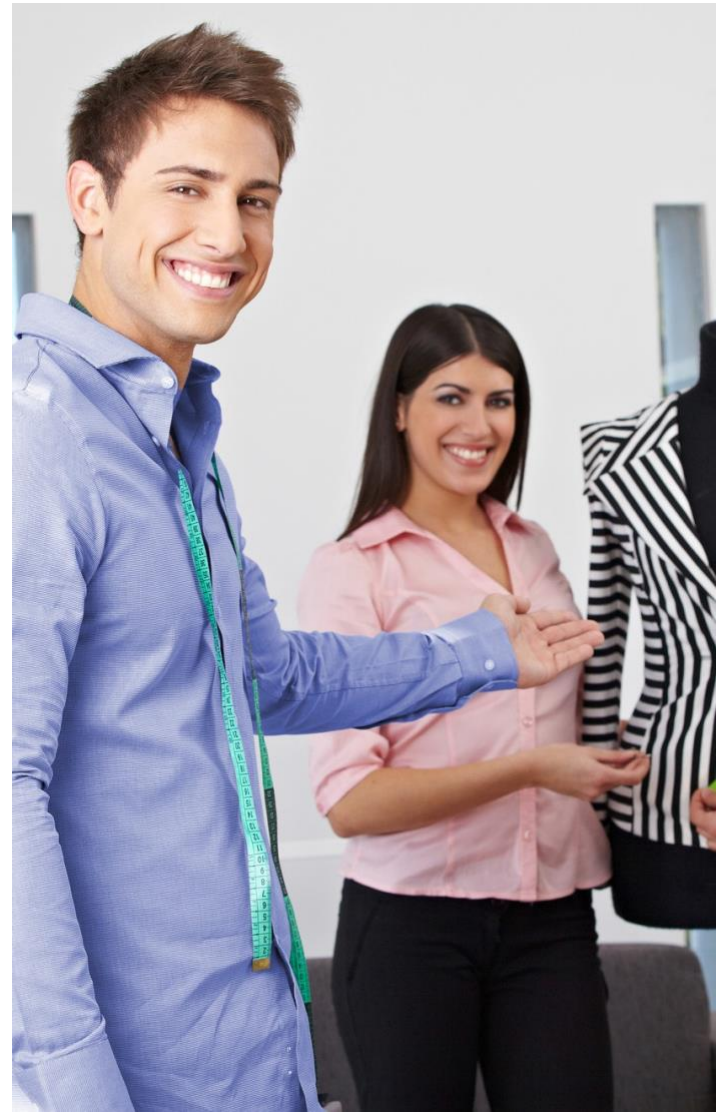
“Put your heart, mind, and soul into even your smallest acts. This is the secret of success.”

--Swami Sivananda

What is an internship?

According to the National Association of Colleges and Employers (NACE), “An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

Important components of internships that formally establish them as structured, experiential learning opportunities worthy of academic credit include: setting and working toward learning goals with the assistance of a faculty mentor; receiving and responding to feedback from “field” supervisors on strengths and areas for growth; and reflecting critically on their learning and growth through at least one mid-semester reflection essay or discussion with a faculty mentor and a final written report.



In the first few post-graduation years, former interns are 15% more likely to be employed and earn 6% more than students who did not intern.

Internship Overview

An internship is a guided learning experience that typically occurs during one semester (fall, spring, or summer term).

To earn **four academic credits**, HPU requires the student to complete at least **160 hours** of internship work.

Students explore their learning in three dimensions



10 TIPS TO MAKE THE MOST OF AN INTERNSHIP

1. Meet your coworkers
2. Set goals
3. Watch and learn
4. Be professional
5. Keep busy
6. Stay organized
7. Manage your time wisely
8. Keep track of your projects
9. Take your contacts out for a coffee and a chat
10. Reflect on your experience

www.careereducation.columbia.edu/resources/10-tips-make-most-internship

A SUCCESSFUL INTERNSHIP SHOULD:

- Provide value to the sponsoring organization through assistance with tasks such as: projects, research, client interaction, and other organizational functions (but does not displace an existing employee).
- Provide the student with a realistic preview of an entry-level professional position in a field. (HPU recognizes that clerical work, telephone calling, and other routine duties are part of many professional jobs; these duties do not, however, form the primary basis for a successful internship.)
- Expose the student to the day-to-day reality of the organization and career field.
- Provide supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- Utilize and challenge the student's academic skills and provide an opportunity for applying knowledge gained in the classroom.
- Take advantage of opportunities for additional learning beyond the internship description, such as attendance at meetings and off-site conferences, participation in special projects, etc.

Internship applicants must be full-time, degree seeking HPU students in good academic standing (minimum 2.5 GPA; some programs require higher GPAs) and good disciplinary standing. As such, all applications for internship for academic credit require a judicial background check.

As a student, you have privacy rights that allow you to control the release of your personal educational records, including your disciplinary history. By seeking academic credit for an internship, you authorize that your faculty supervisor may review your student conduct history from your time as a student at High Point University. This information is used to determine eligibility to receive academic credit for your internship.

Setting up an Internship



Identifying the Site

Students are responsible for the identification and arrangement of their internships. Career and Professional Development (CPD), via Handshake, is a resource. Faculty supervisors are available to answer student questions. Faculty will ultimately approve the appropriateness of the internship. **Internship credit is earned for experiences related to the major and not for just working at an organization.** (Students who have completed the five-phase internship guarantee program should contact the office of career and professional development).



Registration

All internship courses are restricted and require faculty approval. Approval is based on the internship's scope and expectations and the student's academic eligibility. Approved students will complete a registration form that the faculty supervisor submits to the registrar's office. This form indicates the number of internship credits.

(Faculty will submit the registration forms as a batch, so students might not see the course listed for a week or two. Forms should be submitted to Ann Miller (amiller@highpoint.edu), Senior Associate University Registrar located in Roberts Hall, Suite 101)

Students registering for a full-semester internship or one that occurs during the first 8 weeks of the semester will be responsible for completing all necessary paperwork and submitting it to their faculty by the deadline stated in the syllabus. **If the paperwork is incomplete as of 4:30 p.m. on the last day of drop/add, then the student will automatically be dropped from the course.**

If appropriate and offered by the program, students may register for a 2-credit internship that occurs during the final 8 weeks of the semester as late as the end of the first week of that 8-week session.



Access to Documents

Faculty will make available the necessary documents (e.g. upload to Blackboard, Teams) to those students who have been registered for the class. Educational Technology Services (ETS) can provide early access (4-weeks early) to Blackboard as can the faculty if they use Teams. Upon access to the documents, students will need to complete the following and submit them as directed in accordance with the syllabus.

- Job description
- Signed copy of the Internship for Credit Policy
- HPU's Internship Responsibility Agreement signed by the student AND site supervisor
- Learning Objectives (developed with the faculty and approved by respective faculty member prior to submitting to Blackboard)
- Copy of most recent resume
- Copy of unofficial or official transcript (provided online through student planning)
- Signed on-campus internship agreement – (only for those doing an internship on HPU's campus)

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Students are limited to a maximum of 12 hours of internship credit toward graduation requirements during their academic career.

Internship Registration at HPU



*Each credit of internship includes **40** hours of “work” and **5** hours for academic elements.*

*Students should check with the program internship supervisor for the **required GPA** and **required number of completed credits** for an internship.*

INTERESTED IN AN INTERNSHIP? HERE'S WHAT TO DO:

Students interested in completing a for-credit internship--or whose degree

(1) requires a for-credit internship--should speak with their advisor the semester prior to the internship semester, ideally when registering for courses.

(2) After speaking with their faculty advisor, the student will need to speak with the faculty member overseeing the internship class. The faculty advisor will know who supervises the program internships. All internship courses require instructor permission to register.

(3) Once approved, the student will sign a registration form that the faculty supervisor submits to the registrar's office. The internship course number will be (XXX 4811). This form indicates the number of internship credits.

(4) Prior to the semester starting, ETS will make Blackboard/Teams available for students registered for the internship course.

(5) Students need to complete the following and submit them in the respective submission areas of Blackboard or Teams by Thursday 11:59 pm prior to the add/drop Friday date (allows for verification and editing prior to the drop deadline).

- Job description
- Signed copy of the Internship for Credit Policy
- HPU's Internship Responsibility Agreement signed by the student AND site supervisor
- Learning Objectives (developed with the faculty and approved by respective faculty member prior to submitting to Blackboard)
- Resume
- Unofficial or official transcript (provided online through student planning)
- Signed on-campus internship agreement – (only for those doing an internship on HPU's campus)

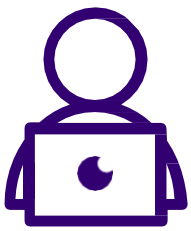
(6) If the student fails to upload all requested documents by 4:30 pm of the add/drop date, the student will be immediately dropped from the course. In some programs, students might have a second half of the semester option to complete a 2-credit internship.



Handshake and the Office of Career and Professional Services remains a resource for students to find internships.

During the fall/spring semesters, overload fees will apply if your internship takes you over the allotted 18- credits. Overloads are only approved by the Dean of your school. Please take a copy of your transcripts to the Dean and discuss the possibility of an overload. Not all overload requests are granted. The Dean will contact the Registrar to clear approved students to register more than 18-credits (students cannot register for more than 22 credits).

During the summer semester, you will be registered for summer school and will be charged tuition according to the per-credit hour summer rate. These rates may differ from the per-credit hour tuition in the fall and spring.



STUDENT INTERN RESPONSIBILITIES

An intern is a trainee who has signed on with an organization for a brief period. An intern's goal is to gain work experience, occasionally some course credit, and always an overall feel for the industry they're interning in.

Acknowledging and appreciating the mission of the organization, the intern agrees to the following:

WITH THE FACULTY SUPERVISOR



- Understand the deadline to register an internship for academic credit is contingent on the start and end date of the internship and the ability to log future (not past) internship hours. Students can NOT receive retroactive credit. Students must complete the appropriate number of work hours to receive credit by the last day of the semester. Students must complete 40 work hours per academic credit.
- Complete and submit time logs at the frequency established by the faculty supervisor.
- Submit all assignments on time and in the manner established by the faculty supervisor.
- If an intern is made to feel uncomfortable by a coworker, s/he should report the incident to the site supervisor and faculty supervisor immediately. Action cannot be taken if the incident goes unreported. HPU takes all allegations of sex-based and gender-based discrimination seriously, including sexual harassment. For more information about sexual harassment and to report sexual harassment please contact the Title IX Coordinator or visit the HPU Title IX webpage, <https://www.highpoint.edu/title-ix/>. (TitleIX@highpoint.edu, 336-841-9138)
- By signing the internship agreement, students authorize the faculty supervisor review their conduct history as a part of the application process. If under investigation or found responsible for any violation of university policy while applying for or participating in this program, the Office of Student Life is permitted to disclose such information to the faculty supervisor and could result in your removal from the academic course.

AT THE INTERNSHIP SITE



- Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the site supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed.
- Respect the organization's reporting structure and follow the policies and procedures of the organization.
- Communicate effectively with site supervisor, immediate supervisor (if different from site supervisor), and other staff within the organization; accept and apply critiques and suggestions to daily work to become more productive and/or efficient.
- Communicate with the site supervisor and/or faculty supervisor any issues that may affect the intern's performance of assigned responsibilities or the overall success of the experience.
- Appreciate diversity in all its forms and respect various social and political viewpoints; do not discriminate based on race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.
- Request that the site supervisor complete the midterm and final intern evaluations in a timely manner.

AFTER THE INTERNSHIP ENDS



- Send follow-up thank you to the site supervisor.
- Complete all academic elements and submit in the manner established by the faculty supervisor.

Students must uphold the High Point University Conduct Code and Honor Code and act in an ethical manner when on and off campus and while representing the host organization.



FACULTY SUPERVISOR RESPONSIBILITIES

All for-credit internships at HPU are supervised by a faculty member. The faculty supervisor role is to serve as a mentor to students by using your expertise and experience to guide them in the development of academically sound and realistically appropriate knowledge, skills, and attitudes.

Recognizing and appreciating the need for mentoring students in internship experiences, the faculty supervisor agrees to the following responsibilities:

BEFORE



- Meet to discuss internship possibilities, discuss credit options and determine the appropriate amount of credit, and overview the registration process.
- Clarify expectations for graded work and student professionalism.
- Work constructively and effectively to assist the student in the application process, which will include approving the appropriate internship site and creating viable field-specific learning objectives.
- Provide student with a syllabus template and approve the final syllabus. Syllabi must clearly articulate the learning goals for the internship. Faculty are to create appropriate academic activities and methods of assessment to evaluate the learning goals. The internship may be graded (A-F) or P/F as determined by the program.
- Approve the student to register for the internship course (see page 3 for information on registration)

DURING



- If possible, faculty are encouraged to visit the internship site at least once during the term in which the intern is working. The visit will include an orientation, led by the intern, to the company in general and the intern's duties specifically. During the visit, the faculty supervisor should meet with the site supervisor and the intern to discuss progress made towards learning objectives and plans to meet other objectives prior to the end of the semester.
- Track time logs submitted by the intern. Review and offer feedback on the midterm and final evaluations submitted by the intern and site supervisor.
- Provide helpful and timely feedback to the student on their reflection essays and other assignments (assignments vary based on program).
- Maintain consistent contact with the intern to monitor progress and address any concerns that may arise during the internship experience.

AFTER



- Submit the final grade for the intern by the date set by the Registrar's Office.
- Send follow-up thank you to the site supervisor.
- Provide the Dean the information about the site (the Dean submits the information to the VP of Career and Professional development):
 - Student name and email address
 - Name of company, institution, facility, etc. where internship occurred
 - Name and email of contact person for internship

Choose to Be Extraordinary!



SITE SUPERVISOR RESPONSIBILITIES

Students earning academic credit while interning at an organization will need to be assigned a site supervisor. The site supervisor is not necessarily the hiring manager, but they will oversee the intern's work on a daily basis offering training, guidance and assessment of their performance.

Recognizing and appreciating the need to guide students during the internship experiences, the site supervisor agrees to the following responsibilities:

THE SET-UP



- ✦ Assist the student in identifying relevant learning goals and objectives related to the student's professional goals and academic coursework and of utility to the employer. This is co-developed by the site supervisor and student and approved by the faculty supervisor before the internship for credit starts.
- ✦ Collaborate with the intern in designing a program of activities that result in fulfilling goals and objectives.
- ✦ Provide the intern with a detailed description of requirements and responsibilities the intern must fulfill to complete the internship. Ensure that the internship is a meaningful learning experience for the student by providing opportunities to apply what has been learned in the classroom.

THE STRUCTURE



- ✦ Provide a positive, supportive learning environment in which the intern may participate in the organization's programming and/or management functions.
- ✦ Provide a meaningful orientation for the intern to the organization's purpose, services, clientele, operating practices, and latest trends.
- ✦ Make available space, supplies, and other resources needed for completing assignments.
- ✦ Provide training and all necessary resources for the position.
- ✦ Ensure that the intern is engaged in real work, completing his/her assigned duties efficiently and effectively, and striving to improve performance.

THE ASSESSMENT



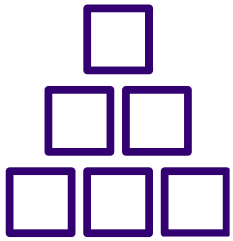
- ✦ Meet regularly to assist the student in critical thinking and problem solving. Use of "coaching" skills will be an important tool to the supervisor as they aid the intern in gaining independence.
- ✦ Evaluate your intern's progress and provide feedback often and in a constructive manner. Keep in mind that positive feedback reinforces good performance and achieves results up to 4xs faster and more effectively than constructive criticism alone. Complete and submit the mid-term and end-of-semester evaluation of the intern in a timely manner. Notify the faculty supervisor immediately in the event the intern's performance becomes unsatisfactory.
- ✦ Monitor and approve weekly (quarterly) hours worked toward the required number of hours for the internship.



Please note, due to potential conflict of interest, direct daily supervision should not be completed by a family member or relative.

WHAT TO LOOK FOR IN A GREAT INTERNSHIP SITE

1. A welcoming company culture
2. Opportunities to develop your skills
3. Access to professional leadership
4. Opportunities to work on projects that make a difference
5. Respect for the fact that you're a student



ORGANIZATION RESPONSIBILITIES

If you are sponsoring an unpaid intern, you need to have paid careful attention to the Department of Labor criteria and, ideally, have consulted with internal legal counsel, to ensure that projects are not violating those expectations and criteria.

When designing your for-credit internship program, HPU requires the following:



- Designate a qualified professional to serve as the site supervisor.
- Provide a safe environment. Harassment in any form will not be tolerated.
- Ensure that this organization is covered by liability and/or accident insurance. In the unlikely event that an intern is injured in the performance of typical job duties, this organization will assist with the cost of necessary medical care not covered by the intern's personal medical insurance.
- Appreciate diversity in all its forms and respect various social and political viewpoints; do not discriminate based on race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.
- If requested, permit the inspection of the placement facilities, records pertaining to the internship experience, and such other items pertaining to the student's internship.

THE U.S. DEPT OF LABOR HOLDS THAT IF ALL SIX OF THE FOLLOWING CONDITIONS ARE MET, THE STUDENT IS NOT CONSIDERED AN EMPLOYEE AND NOT ENTITLED TO AT LEAST MINIMUM WAGE AND OVERTIME:



- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
- The training is for the benefit of the trainees.
- The trainees do not displace regular employees but work under close observation.
- The employer that provides the training derives no immediate advantage from the activities of the trainees, and, on occasion, their operations may actually be impeded.
- The employer and the trainees understand that the trainees are not entitled to wages for the time spent training.
- The trainees are not necessarily entitled to a job at the completion of the training period.

There are many tasks that may or may not be appropriate for a student who is earning credit. Most work should enhance the student's career goals or objectives. If you are unsure of whether something is appropriate or inappropriate contact the faculty advisor. Here are some examples of each:

Appropriate Work for a Student

- Development, assessment, or evaluation of programs
- Web development
- Participating in important meetings/discussions and taking an active role
- Challenging work related to student's career interests (as applicable to the internship placement)
- Assisting "walk-in" individuals or clients
- Promotion and advertising
- Creating programs or events

Inappropriate Work for a Student

- Work that is potentially unsafe
- Personal errands for employer
- Performing administrative tasks (filing, copying, answering phones, etc.) that make up more than 30% of the intern's work responsibilities*

*Administrative tasks are present and necessary in any job or internship; however, your student is earning academic credit for the experience. Once the job becomes more administrative than learning-focused, it ceases to be an internship and becomes a paid work position.



Internship Policies & Procedures

APPENDIX

- For credit internship checklist
- Internship Registration Form
- For credit internship policy
- Internship agreement
- On-campus internship agreement
- Learning Objectives Form

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

FOR-CREDIT INTERNSHIP CHECKLIST

- ☐ INTERNSHIP REGISTRATION FORM (COMPLETED BY STUDENT AND FACULTY SUPERVISOR AND SUBMITTED TO THE REGISTRAR)
- ☐ HPU'S INTERNSHIP FOR CREDIT POLICY SIGNED BY THE STUDENT
- ☐ HPU'S INTERNSHIP RESPONSIBILITY AGREEMENT SIGNED BY THE STUDENT AND SITE SUPERVISOR
- ☐ UNOFFICIAL OR OFFICIAL TRANSCRIPT (FOUND ONLINE THROUGH STUDENT PLANNING)
- ☐ RESUME
- ☐ LEARNING OBJECTIVES FORM
- ☐ JOB DESCRIPTION
- ☐ COPY OF ON-CAMPUS INTERNSHIP AGREEMENT (ONLY IF YOU ARE DOING AN ON CAMPUS INTERNSHIP)



Most internships are graded, but some are Pass/Fail. Check with your faculty supervisor.

INTERNSHIP REGISTRATION FORM

All undergraduate students seeking course credit for an internship must have this form completed and approved before they will be registered for an internship. Students wishing to register for undergraduate research credit or student teaching should not use this form.

The faculty supervisor will submit this form to the registrar's office (Attn: Ann Miller). Please submit as a batch.

Student First and Last Name: _____

Student ID # _____ International Student: YES NO

Student Phone Number: _____

Student HPU Email Address: _____

Expected Graduation Date: _____ Overall GPA: _____ Major GPA: _____

Any criminal convictions, conduct/honor violations, or pending honor code violations? YES NO

COURSE INFORMATION

Course Prefix & Number: _____ Number of Credits: _____ Graded or P/F: _____

Semester/Year: _____ Start/End Date: _____ Remote? Y/N: _____

Faculty Instructor Name: _____

INTERNSHIP INFORMATION

Title of Internship: _____

Name of Company: _____

Internship Site Supervisor Name: _____

Internship Site Supervisor Email Address: _____

Student Signature: _____

Date: _____

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.

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

Student Signature

Date

INTERNSHIP AGREEMENT

I acknowledge that the internship below is in accordance with the National Association of Colleges and Employers (NACE), stating “An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent”.

SITE SUPERVISOR/ORGANIZATION RESPONSIBILITIES

Recognizing and appreciating the value of experiential learning for students, the organization agrees to the following responsibilities:

- Assist the student in identifying relevant learning goals and objectives related to the student's professional goals and academic coursework and of utility to the employer.
- Collaborate with the intern in designing a program of activities that result in fulfilling goals and objectives on the Learning Agreement.
- Provide the intern with a detailed description of requirements and responsibilities of the intern
- Provide a positive, supportive learning environment in which the intern may participate in the organization's programming and/or management functions.
- Provide a meaningful orientation for the intern to the organization's purpose, services, clientele, operating practices, and latest trends.
- Make available space, supplies, and other resources needed for completing assignments.
- Provide training and all necessary resources for the position.
- Ensure that the intern is engaged in real work, completing his/her assigned duties efficiently and effectively, and striving to improve performance.
- Evaluate your intern's progress and provide feedback often and in a constructive manner. Complete and submit the mid-term and end of semester evaluation of the intern in a timely manner.
- Notify the faculty supervisor immediately in the event the intern's performance becomes unsatisfactory.
- Monitor and approve hours worked toward the required number of hours for the internship.
- Designate a qualified professional to serve as the site supervisor.
- Provide a safe environment. Harassment in any form will not be tolerated.
- Ensure that this organization is covered by liability and/or accident insurance. In the unlikely event that an intern is injured in the performance of typical job duties, this organization will assist with the cost of necessary medical care not covered by the intern's personal medical insurance.
- Appreciate diversity in all its forms and respect various social and political viewpoints; do not discriminate based on race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.
- If requested, permit the inspection of the placement facilities, records pertaining to the internship experience, and such other items pertaining to the student's internship.



Please note, due to potential conflict of interest, direct daily supervision should not be completed by a family member or relative

INTERNSHIP AGREEMENT

FACULTY SUPERVISOR RESPONSIBILITIES

Recognizing and appreciating the need for mentoring students in internship experiences, the faculty supervisor agrees to the following responsibilities by approving a student's application:

- Meet to discuss internship possibilities, discuss credit options and determine the appropriate amount of credit, and overview the registration process.
- Clarify expectations for graded work and student professionalism.
- Work constructively and effectively to assist the student in the application process, which will include approving the appropriate internship site and creating viable field-specific learning objectives.
- Provide student with a syllabus template and approve the final syllabus. Syllabi must clearly articulate the learning goals for the internship. Faculty are to create appropriate academic activities and methods of assessment to evaluate the learning goals. The internship is graded.
- Approve the student to register for the internship course (see page 3 for information on registration).
- If possible, faculty are encouraged to visit the internship site at least once during the term in which the intern is working. The visit will include an orientation, led by the intern, to the company in general and the intern's duties specifically. During the visit, the faculty supervisor should meet with the site supervisor and the intern to discuss progress made towards learning objectives and plans to meet other objectives prior to the end of the semester.
- Track time logs submitted by the intern. Review and offer feedback on the midterm and final evaluations submitted by the intern and site supervisor.
- Provide helpful and timely feedback to the student on their reflection essays and other assignments (assignments vary based on program).
- Maintain consistent contact with the intern to monitor progress and address any concerns that may arise during the internship experience.
- Submit the final grade for the intern by the date set by the Registrar's Office.
- Provide the Dean the information about the site (the Dean submits the information to the VP of Career and Professional development:
 - Student name and email address
 - Name of company, institution, facility, etc. where internship occurred
 - Name and email of contact person for internship

INTERNSHIP AGREEMENT

STUDENT INTERN RESPONSIBILITIES

Acknowledging and appreciating the mission of the organization, the intern agrees to the following responsibilities:

- Understand the deadline to register an internship for academic credit is contingent on the start and end date of the internship and the ability to log future (not past) internship hours. Students can NOT receive retroactive credit. Students must complete the appropriate number of work hours to receive credit by the last day of the semester. Students must complete 40 work hours per academic credit.
- Complete and submit time logs and all assignments at the frequency and in the manner established by the faculty supervisor.
- Internship credits may not be earned for part-time work or fewer hours than stated in the contract. Any contract modifications must have prior approval from the Faculty Supervisor
- If an intern is made to feel uncomfortable by a coworker, s/he should report the incident to the site supervisor and faculty supervisor immediately. Action cannot be taken if the incident goes unreported. HPU takes all allegations of sex-based and gender-based discrimination seriously, including sexual harassment.
- Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the site supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed.
- Respect the organization's reporting structure and follow the policies and procedures of the organization.
- Communicate effectively with site supervisor, immediate supervisor, and other staff within the organization; accept and apply critiques and suggestions to daily work to become more productive and/or efficient.
- Communicate with the site supervisor and/or faculty supervisor any issues that may affect the intern's performance of assigned responsibilities or the overall success of the experience.
- Appreciate diversity in all its forms and respect various social and political viewpoints; not discriminate based on race, creed, color, sex, religion, age, national/ethnic origin, disability, or sexual orientation.
- Request that the site supervisor complete the midterm and final intern evaluations in a timely manner.
- Uphold the High Point University Conduct Code and Honor Code and act in an ethical manner when on and off campus and while representing the host organization.
- By signing the internship agreement, students authorize the faculty supervisor to review their conduct history as a part of the application process. If under investigation or found responsible for any violation of university policy while applying for or participating in this program, the Office of Student Life is permitted to disclose such information to the faculty supervisor and could result in your removal from the internship.

By signing below, I acknowledge that I have read and understand the responsibilities listed above, and I agree to uphold my responsibilities based on my role in this agreement, and I understand the roles of others involved.

Student Signature

Date

Site Supervisor Signature

Date

HPU ON-CAMPUS INTERNSHIP AGREEMENT

Students are encouraged to pursue off-campus internships for an educational experience that allows professional development, networking opportunities, and exposure in their desired field. Students participating in on-campus internships work with university personnel, and they may encounter a structural problem that impacts their experience and learning opportunities. If a student experiences a conflict-of-interest situation on campus, they should know that their advisor, department chair, and dean will help them navigate the situation.

Approval of on-campus internships are at the discretion of the Dean of your school. Consent is dependent on the internship job description, the student's major, and the student's future occupational interest. To receive academic credit for an on-campus internship, the student must complete this form:

Name of Internship (completed by student)_____

Department on Campus (completed by student) _____

Site Supervisor Name (completed by student) _____

Student Name/Signature

Date

Faculty Instructor Name/Signature

Date

Faculty Advisor Name/Signature

Date

Academic Dean OR Department Chair Name/Signature

Date

INTERNSHIP LEARNING OUTCOMES

Unless otherwise indicated by your faculty supervisor, you are required to identify at least one internship learning objective for each credit that you hope to earn (i.e., a four-credit internship would require four internship objectives as seen below).

Writing effective learning outcomes for internships is crucial for both students and employers. Learning outcomes help clarify expectations, guide the internship experience, and provide a basis for assessment. Work with your faculty supervisor on learning outcomes and upload them as an assignment in Blackboard.

Learning outcomes serve as a roadmap for your internship experience, helping you focus on specific areas of growth and providing a basis for reflection and assessment.

(1.) Internship Learning Objective-
Courses Completed in Support of Objective-

(3.) Internship Learning Objective-
Courses Completed in Support of Objective-

(2.) Internship Learning Objective-
Courses Completed in Support of Objective-

(4.) Internship Learning Objective-
Courses Completed in Support of Objective-

Short guide for writing internship learning outcomes (LOs)



START WITH THE BASICS: Identify the key areas or skills you hope to develop during your internship. These could include technical skills, soft skills, industry-specific knowledge, or even personal and professional growth.



USE ACTION VERBS: Begin each LO with a strong action verb. This helps in clearly defining the expected performance or achievement. Examples of action verbs include "create," "implement," and "demonstrate."



BE SPECIFIC AND MEASURABLE: Clearly articulate what you intend to accomplish and make sure the outcome is measurable. Avoid vague statements and focus on specific, observable behaviors or achievements.



ALIGN WITH GOALS AND OBJECTIVES: Ensure that your LOs align with the overall goals and objectives of the internship. Consider the skills and knowledge you're expected to gain and how they contribute to your academic and career development.



SET REALISTIC EXPECTATIONS: Make sure your LOs are realistic and achievable within the internship timeframe. Setting overly ambitious goals may lead to frustration, while setting too easy goals may not provide a meaningful learning experience.



REVIEW AND REVISE: Seek feedback about your LOs from your faculty and site supervisor.



CONNECT TO ACADEMIC LEARNING: Relate your LOs to your academic coursework.

Example Learning Outcome Template:

"By the end of my internship, I will be able to [action verb] [specific task or skill] with a proficiency level of [measure, e.g., independently, with minimal supervision]."

INTERNSHIP LEARNING OBJECTIVES FORM

For a 4-credit course, list 4 bulleted objectives (2 objectives for a 2-credit course, etc.). Under each objective, list the courses you have taken that will allow you to achieve this objective. You can use additional pages if you run out of space.

A **measurable learning objective** is a clear goal that describes what a student should be able to do by the end of a project or lesson. It is measurable because there is a way to check or assess whether the student has successfully completed the task.

Example:

Objective: By the end of the internship, I will be able to create a social media campaign plan that includes posts, a target audience, and a way to track success, and will receive positive feedback from their supervisor.

- COURSES: STC3305 SME4345

Student's Learning Objectives:

- Objective 1:
 - COURSES: _____
- Objective 2:
 - COURSES: _____
- Objective 3:
 - COURSES: _____
- Objective 4:
 - COURSES: _____