

## **Internship Guidelines**

An internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. This structured learning experience is shaped by reflection, goal-setting, and evaluation with an emphasis on professional development. Performed under the mentorship of an instructor and/or on-site supervisor in the workplace, these experiences may or may not earn academic credit.

Internships must be registered with the Records Office.

Internships may be taken for 1-3 credits (additional credits may be approved for different goals/learning objectives for a maximum of 9 credits).

- I. Establish written goals/learning objectives to be approved by both faculty internship coordinator and workplace supervisor prior to the start of the internship
- II. A minimum of 40 hours per registered credit hour; hours must be logged and approved by workplace supervisor. (Departments may have requirements in addition to this minimum.)
- III. The following must be completed and submitted to the faculty member supervising the internship following the completion of the internship (the due date will be determined by the department or faculty supervisor; it must be prior to finals week of the semester following the completion of the internship):
  - i. Portfolio must include:
    1. Goals/learning objectives as established in item I;
    2. Updated resume reflecting skills and knowledge acquired as a result of the internship;
    3. Verification by supervisor of hours worked;
    4. Final performance evaluation or letter of recommendation from the workplace supervisor.
  - ii. Portfolio may include where applicable (to be determined by the department):
    1. Cover letter;
    2. Examples of work produced during the internship;
    3. Copy of midterm evaluation submitted to Career Center by site supervisor.
- IV. In addition students must submit at least one of the following items. (Departments may have requirements in addition to this minimum.)
  - i. Reflection on the goals/learning outcomes achieved as a result of the internship experience or a paper connecting the internship experience to general education and major course requirements (5-7 pages)
  - ii. Journal kept throughout the internship experience
  - ii. Presentation or poster

\*Note these are minimum requirements for any academic internship that students seek to have transcribed. Departments may have requirements in addition to these minimums.