Internship Procedures
Modified November 21, 2013

Academic Units

1. Academic Units (academic departments, major or college) are responsible for identifying course number, supervising faculty, and internship programs available in unit and making that information available to their students. Curriculum committees should evaluate internship course proposals using these policy guidelines.
2. Individual faculty are responsible for developing a syllabus that aligns with the guidelines outlined in this policy for a successful internship.
3. On-site internship supervisors should receive a copy of the student's learning contract.
4. Academic units may require students and supervisors to complete a mid session feedback and an end of internship evaluation form.
5. Student credit is awarded based on the guidelines for number of hours and satisfactory completion of academic assignments identified in the Learning Contract and paced on the Academic Internship Policy Guidelines.

Student Procedures

1. Students must communicate with their advisor or appropriate members of their department to begin process of signing up for internship credits.
2. Students wishing to seek credit outside their major (in minor or for elective credit in a university-wide program) should consult with their advisor to determine feasibility.
3. Students may seek their own internship placements or seek assistance from faculty or the Career Center's Internship Coordinator to identify areas of interest and seek an internship site.
4. In collaboration with faculty sponsors, students must complete the internship information form and Internship MOU prior to beginning internship and turn the form in to the Internship Coordinator in the Career Center.
5. At the beginning of the internship, all students should work with their faculty sponsor to create a learning contract detailing information about their learning goals and objectives, planned activities and required assignments.