

Rubenstein School Internship Program

HOW DO I EARN CREDIT FOR AN INTERNSHIP EXPERIENCE?

INTERNSHIP CREDIT MUST BE ARRANGED PRIOR TO THE START OF THE EXPERIENCE.

Please start your internship searching and planning early – this process takes time! Here are the steps you need to take:

PRIOR TO START OF INTERNSHIP EXPERIENCE

- **Step 1. Identify and apply for internship experience using Handshake or alternative sources from spaces like the Career Center**
 - NOTE: If you are interested in doing an internship with a full-time faculty member, having a conversation with them would be a good place to start in this search!
- **Step 2. Meet with Rubenstein School Experiential & Community-Based Learning Coordinator, Sarah Mell (they/them), to discuss process & logistics of earning credit**
 - Sarah Mell's office is Aiken 219, and you can sign up for an appointment by stopping by or scheduling a time through Navigate. Sarah Mell can help you search for internship experiences and is responsible for overall administration of internship credit in the Rubenstein School. They help students complete Experiential Learning Plans and ensure that deliverables and grades are properly submitted. Additionally, they will receive grade reports from your Internship Faculty Sponsor and evaluations from your Internship Site Supervisor.
- **Step 3. - Explore your options! Internship credit in the Rubenstein School is available in the following formats:**

- **Semester-based (fall/spring) experiences** - academic work is completed during the semester of your internship.
 - Enroll in INTERNSHIPS: FOR2991, NR2991, PRT2991; FOR3991, NR3991, PRT3991
 - **Summer internship experiences.** There are **two options** for earning credit:
 - **Option 1:** Pursue 1 credit of SINT 2991, which is a reduced cost (\$110) summer course. The SINT 2991 credit **does not** count towards your major or credit totals.
 - **If you want credit to count towards your major/credit totals**, you will then enroll in independent study credit, NR 2993, in the fall semester as part of your full-time tuition. The academic deliverables and work associated with NR 2993 credit will be completed in the fall semester under your faculty sponsor's guidance.
 - **Option 2:** Pursue full cost summer credit(s) for your internship that may count towards your degree/major. Here are the summer tuition costs. If you choose this option, once you submit your completed Experiential Learning Plan, you will receive an override for the credits. You will be charged for them once you officially register.
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- **Step 4. Get the internship experience!**
 - **Step 5. Identify your Internship Supervisor**
 - The Internship Supervisor oversees your work on site. **Ask your Internship Supervisor to describe your training and supervision before your internship starts.** This is part of your Experiential Learning Plan.
 - The Internship Supervisor will be asked to complete an evaluation based on the work completed during the internship. If you are doing an internship with a full-time Rubenstein faculty member, they may serve as both your Internship Supervisor and your Faculty Sponsor.
 - **Step 6. Identify your Internship Faculty Sponsor**

- The Internship Faculty Sponsor assists you with identifying your learning objectives and determining the required academic deliverables. [Learn more about Academic Deliverables by credit here.](#)
 - IF EARNING 1-2 CREDITS OF ELECTIVE
 - Sarah Mell, Rubenstein Experiential & Community-Based Learning Coordinator, will serve as your Faculty Sponsor
 - IF EARNING 3+ CREDITS OR EARNING ANY NUMBER OF CREDITS TOWARD YOUR MAJOR/MINOR/CONCENTRATION
 - A Rubenstein School **Faculty member** needs to serve as your Faculty Sponsor and work with you to define your Substantive Academic Project. This person must be a full-time Rubenstein School faculty member. You are encouraged to choose a Faculty Sponsor who knows the focus area of the internship.
- Your Faculty Sponsor will be responsible for grading your Substantive Academic Project. All other deliverables will be graded by Sarah Mell.

● **Step 7. Draft position responsibilities, training & supervision plan, and learning objectives by completing your [Experiential Learning Plan](#)**

- Position Responsibilities
 - What will you do in your internship/research? On a daily basis? Over the length of your experience? For what projects will you be responsible?
- Training & Supervision
 - What training will you receive? What will your supervision look like?
 - If you are unsure of this information, please ask your Internship Supervisor.
- Learning Objectives (3-5 objectives)
 - What knowledge will you gain during this experience?
 - At the end of this experience, what will you have accomplished, contributed to, etc.?

- What new skills do you hope to acquire as a result of this experience?
 - Indicate the number of credits to be earned and associated academic deliverables to be submitted.
 - Meet with your Internship Supervisor and Faculty Sponsor to review your draft and finalize your learning outcomes and project
- **Step 8. Submit Experiential Learning Plan**
 - Upon submission of your Experiential Learning Plan, an email, including the details of your plan, will be sent to you, your Internship Site Supervisor, the Experiential Learning Coordinator, (potentially) your Program Director, and your Faculty Sponsor.
- **Step 9. Register for Internship Credit(s)**
 - Upon receipt of your Experiential Learning Plan, you will be sent an override to add credits to your academic schedule (NR2991, FOR2991, PRT2991)
 - Internship courses only meet online via Brightspace and not in person
 - Review Academic Deliverables by Credit to learn about the kinds of assignments you will have in class
 - Class runs for the full semester (12 weeks in summer; 15 weeks in fall/spring) and assignments are staggered throughout that time, with final projects due the final week of classes

AT THE END OF YOUR INTERNSHIP

- Step 1. Be sure that your Internship Supervisor completes their Evaluation (sent by Sarah Mell)
- Step 2. Complete your Internship Evaluation (sent by Sarah Mell)