

# Internship Alternative Completion Permission Policy

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The HDFS 290 Capstone experience is designed to be taken across the fall and spring of senior year, with students enrolled for 3 credits each semester. This policy explains what HDFS Faculty consider when a student asks for permission to complete this requirement in an alternative manner.

## A. HDFS 290 in Two Terms - Off Sequence

In cases where it would mean an additional semester to graduate, Program faculty may allow students to take the Internship course in an alternative sequence. Program Faculty will rely upon (a) the same course pre-requisites and program benchmarks for determining permission as when enrolling in the first semester of the course, and (b) additional program benchmarks as noted below. Permission will also be dependent upon the availability of the Instructor of Record to supervise the course in the requested alternative manner.

### Additional Program Benchmarks:

- Evidence of the ability to work independently on academic assignments
- Securing of an internship placement within the time identified as necessary by the Instructor of Record (e.g., before Winter session begins if Option 2 is being requested; before Spring semester begins if Option 3 is requested)
- Starting the internship placement experience by the date identified by the Instructor of Record

The following four options may be considered by Program Faculty:

<b>Internship Alternative Options</b>	<b>Session for 290 Course: Part A (first 3 credits)</b>	<b>Session for 290 Course: Part B (second 3 credits)</b>
<b>Option 1</b>	Fall	Winter
<b>Option 2</b>	Winter	Spring
<b>Option 3</b>	Spring	Summer
<b>Option 4</b>	Summer	Fall

## B. 6 Credit Version of Course and Permission

Students must be given special permission to take the course for 6 credits at one time and should be aware that this permission is rarely given. In addition to (a) the same benchmarks

for determining permission as when enrolling in the first semester of the course, and (b) additional benchmarks for alternative sequencing of HDFS 290 as above, the additional benchmarks for both enrollment in and being allowed to stay in the course for all 6 credits include:

- An overall GPA of 3.0/B or higher and an HDFS GPA of 3.0/B or higher
- Demonstrated commitment to service-learning as evidenced by successful completion of HDFS 001 and recommendation by the HDFS 1 instructor(s).
- Completion of at least one upper level HDFS seminar course.
- Demonstrated success in any and all upper level HDFS seminar courses taken (a 3.0/B or higher) or, as appropriate, other relevant programs' 200 level courses.
- Evidence of the ability to work independently on academic assignments. The course is geared towards students enrolled for 3 credits each semester; while 6 credit students will typically attend the seminar to benefit from the sharing of internship experiences – challenges and successes—the class meetings and review of assignments will follow the 3-credit syllabus. Those enrolled for 6 credits will follow a separate independent study syllabus that reflects the accelerated pace required for completing two semesters' worth of internship hours and assignments in one semester's time.

### **Maintaining Enrollment in the 6 Credit Course**

- The student must secure an approved and appropriate internship placement and identify an approved and appropriate supervisor prior to the first day of the semester. Any student who does not meet this benchmark will be switched to the regular 3 credit version of the course.
- The student must be in the field doing internship hours during the first week of the semester and begin their regular weekly schedule no later than the second week of the semester. Students who are unable to establish a placement and get started in this time frame will be switched to the regular 3 credit version of the course.
- The student must submit all required course work on time during the first three weeks of the semester. Note that this is an expectation for the whole semester but any student who is unable to stay on top of the work during the first three weeks of the semester will be reverted to the regular 3 credit version of the course.