



SUBJECT: INTERNSHIPS AND INDIVIDUAL STUDY

- I. PURPOSE: Provide definition and guidance for internship programs and individual study.

REFERENCES

SUU Policy and Procedures, 6.13, Grading

SUU Policy and Procedures, 6.19, Grade Appeal

SUU Policy and Procedures, 6.26, Credit Hour Loads

SUU Policy and Procedures, 6.29, Retention of Student Records by Faculty

SUU Policy and Procedures, 6.31, Academic Standards

SUU Policy and Procedures, 6.49, Graduation Requirements

- II. POLICY:

Introduction

Academic internships, cooperative education (co-op) programs (for purposes of this policy, co-op education is synonymous with internships), practica, and service learning are experiential learning programs that formally integrate students' academic studies with practical "*work experience*" in a professional environment. Through these kinds of experiences, students are provided an opportunity to enhance their academic knowledge, their personal development, and their professional preparation.

Individual Study is a delivery mode for courses, listed in the university catalog, needed for an on-campus student's progress toward graduation.

- III. Definitions

- A. Internship. An academic internship is a one- or multi-semester work experience in which students earn academic credit for experience related to their major field of study. Internships may be paid or non-paid and integrate academic study with planned and supervised work experience. An internship allows practicing professionals to share in educating students.
- B. Business Opportunity. A business opportunity generally has the following characteristics: (1) require students to make investments or initial cash deposits; (2) involve students purchasing inventory or product for resale; (3) students work independently of direct supervision on a regular basis; (4) students work in a private residence or non-commercial setting; (5) students are not considered employees; (6) students will have financial liability for their work or the work of others; or other situation that is not clearly an employee-employer relationship. Academic credit normally is not awarded for business opportunities.



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- C. Practicum. A practicum serves as a structured and significant educational experience that takes place in an agency, institution, or community under the supervision of site administrators and the guidance of the student's department. Individual academic departments develop and administer practica as parts of curricula in various disciplines, and the experience is noted on the academic transcript, including the course grade. Practica are intended to give students the opportunity to develop professional skills in an actual, field or practice setting. This experience generally involves a minimum number of hours of service, as determined by the academic department. Practica are excluded from this policy.
- D. Service-learning. Service-learning is a method by which students learn and develop through active participation in thoughtfully-organized service experiences that:
1. meet actual community needs,
 2. are coordinated in collaboration with the school and community,
 3. are integrated into each student's academic curriculum,
 4. provide structured time for students to think, talk, and write about what they did and said during the service project,
 5. provide students with opportunities to use newly acquired academic skills and knowledge in real life situations in their own communities,
 6. enhance what is taught in the school by extending student learning beyond the classroom, and
 7. help to foster the development of a sense of caring for others.

At SUU service-learning is a volunteer, experiential program administered through student services, or through individual departments, divisions, or colleges. Such programs are excluded from this policy.

IV. Internships

A. General Conditions.

1. Any academic department may offer internships as part of their curricula as either MAJOR 4890 or INTERNSHIP 6890. Career Services provides support for processing, counseling, advertising, referrals and serves as a resource for departments for internship opportunities.



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2. With approval of the Dean of the school in which internship credit is being sought, departments/programs allow students to earn academic credit for internships.
3. Internships are developed to ensure that work assignments relate to a student's field of study.
4. A written agreement between the student, employer, and university that holds the university harmless for any liability issues that may arise as a result of the student's participation in the program is mandatory; and,
5. The student must attend an orientation workshop prior to beginning the work experience.

B. Curricular Issues

1. Internships are available to students enrolled in a degree program and who have a cumulative GPA of 2.00 or higher and have completed a minimum of 30 semester hours.
2. The total amount of academic credit granted varies based on the nature of the work, the academic projects required, and various qualitative criteria as determined by the department/program. However, approximately 45 work-hours are required for one hour of academic credit, which number correlates to the number of in-class hours plus time to prepare for class in a regular on-campus class.
3. In departments allowing internship credit to apply to major/minor requirements, no more than 12 credit hours towards a bachelor's degree may be earned through internships.
4. Student's academic background must be suitable to the anticipated field experience.

C. Grading and Records

1. Grades will be pass/fail. They will be assigned on the basis of the students' ability to integrate academic and field experience, not merely because of faithful performance on a job. Students will submit written reports in which they integrate their academic and field experiences. Evaluations from on-site supervisors will be considered in assigning grades.
2. Each department will keep adequate records of student involvement in internship activities. Records will be kept for a minimum of 3 years after completing the internship.



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D. Administration

1. Department chairs may delegate coordination of internships to a faculty member who serves as liaison to Career Services and the employer.
2. Internship Coordinators receive Instructional Credit Hours (ICH's) according to USHE Addendum to SUU Policy 6.27. ICH's may be accumulated over multiple semesters and paid either through an overload contract or release time, as negotiated between the Internship Coordinators and Department Chairs, with approval by the Dean.
3. The Internship Coordinator is responsible for record keeping of the ICH's.

E. Waivers.

Each student in an internship must read and sign a waiver of liability and, in some cases, a commitment of confidentiality. (Sample documents are available through Career Service.) Students are liable for their own behavior during the internship experience. Further, some work experiences deal with proprietary information. Students are responsible legally, academically and ethically for maintaining appropriate confidentiality. Departments will keep the signed waivers and related agreements.

- F. If a legal contract between the employer and SUU is required, that contract is signed and overseen by the Director of Purchasing.

G. Responsibilities

1. Student responsibilities
 - a. express the desire to participate in an internship by applying through the appropriate academic department/division or Career Services.
 - b. attend Internship orientation
 - c. choose an internship
 - d. complete the Student/Employer Contract Form if required
 - e. develop and write learning objectives for the internship with the Internship Coordinator
 - f. secure the signature of the Internship Coordinator and the employer/field supervisor if required



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- g. return completed forms to the Internship Coordinator
 - h. complete the internship
 - i. submit written reports and/or evaluations as required by the department/division
2. Department/Internship Coordinator responsibilities
- a. establish student and field placement qualifications for internships (Career Services may provide guidance to departments/divisions regarding job listings, evaluations, record keeping, and site-visits.)
 - b. designate an Internship Coordinator for internships
 - c. approve learning objectives for individual internships
 - d. monitor the internship with through site visits and appropriate evaluations as appropriate
 - e. keep a file of original student signed waivers and all other documentation relevant to individual students for a minimum of three years
 - f. retain letters of agreement, notes of understanding, and other records of arrangements between the field placement agency and the department/division for a minimum of three years
 - g. assign a grade
3. Career Services responsibilities
- a. create and maintain an Internship Database
 - b. prepare and present regularly scheduled Internship orientation workshops
 - c. convene and support a faculty advisory committee on internships.
 - d. provide service as a resource office for each academic department concerning internships (Career Services will report pertinent information to appropriate departments and faculty concerning activities of employers, when the activities of the employers have the potential to affect students.)
 - e. list all positions available to all qualified students, and make referrals in compliance with federal and state laws and policies



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- f. screen positions to insure they are employment opportunities rather than business opportunities as requested.
- 4. Work Supervisor Responsibilities
 - a. See that students are directly supervised by practicing professionals in the field;
 - c. See that field supervisors are willing to participate in the professional mentoring and teaching role, respecting the students' academic priorities; and
 - d. Participate in a review and report on each student's progress and performance during each work semester.

H. University prerogative

The University reserves the right to terminate a student's and/or an employer's participation in an internship program, and to remove a student from a work assignment at any time if the faculty supervisor decides, in consultation with the Director of Career Services and appropriate University administrators, that continued participation is not in the best interests of SUU and/or its students.

V. Individual Study

A. General Procedures.

- 1. If a student needs a course for graduation and a scheduling or other conflict necessitates that the student complete the course through individual study, the student will obtain a learning contract from the appropriate department.
- 2. The learning contract will be completed and submitted to the department chair.
- 3. The chair will complete the chair's portion of the contract: (1) approve or disapprove the course, (2) ask an instructor to teach the course and have the instructor sign the form, (3) who adds any other requirements, (4) signs the contract and forwards it to the Registrar's Office. (The student can deliver it.)
- 4. The Registrar's staff registers the student in the course, and sends the form to the Cashier's Office.
- 5. The student pays the course fee at the Cashier's Office and returns the processed form to the department.



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6. The student has one semester to complete the course, just like another course offered for a semester.

B. Procedures for Faculty Contract

The department chair/division head and dean prepares and processes the faculty special appointment contract or overload contract with proper signatures.

C. Fees

In addition to tuition and students fees, an additional course fee set by the Dean's Council, reviewed by the President's Council and approved by the Board of Trustees will be assessed.