

For-Credit Internship Course - FAQs

What is an Internship course?

An internship course consists of an instructor-led course that meets on a regular basis, once or twice per week for discussion and sharing about the internship. The instructor will require readings and a final project, presentation, or paper. The instructor teaches the course, grades assignments, and may conduct site visits. Internship courses receive 4 hours of academic credit. For-credit internships require a student to work a minimum of 10 hours per week for 13 weeks to have 130 total hours of work at the internship site. Students receiving a **Bevier award** must complete 320 total hours of work at the internship site. To register for the course, students must submit the Internship Course Form and offer letter from the internship site to the Office of Internship and Career Development. **PLEASE NOTE:** Students cannot register themselves for an internship course.

What is required to use my internship for the Practicum for SUMMIT Leadership Specialization?

Students may satisfy the Leadership Practicum by completing an approved off-campus internship for academic credit and writing a reflective analysis as part of their academic component. Students must get the internship approved for Practicum status by the Director of Internship and Career Development in the semester before the internship takes place.

Students should include their intent to have the internship count for leadership specialization on the Internship Course form and add the assignment below to the academic component (Attachment A). The form will alert the registrar to register the course as "Course Number-L" (i.e WS-390L) so that it is counted toward the Leadership Specialization.

Leadership Practicum Assignment: 2-to-3 page reflective analysis based upon the following prompts (the student may respond to one, some, or all prompts):

- As you reflect on what you observed in the internship, what constituted leadership in that context? Were leadership and authority the same or different? In what ways?
- What leadership actions did you take or observe others taking?
- In what ways did you observe leadership being exercised effectively or ineffectively? Could leadership have been exercised more effectively? How?
- Can you identify way in which a liberal arts education equips a person to exercise leadership in the organizational context of your off-campus internship?

Students are also able to satisfy the Leadership Practicum by completing an approved internship via an internship course. Contact Tomeka Stephens to learn more about that process.

What is required to use my internship for the Global Experience for SUMMIT Global Specialization?

Students may satisfy the Global Experience for SUMMIT Global Specialization by completing an approved off-campus internship. In order for an internship to satisfy the SUMMIT Global Specialization, the internship must be credit-bearing and must meet the minimum requirement of 130 hours of relevant work at an internship site. Internships are considered "relevant" when the work aligns with the students academic and career goals.

The internship site must be either in a country other than those in which the student has lived and studied for more than one year or with an organization that addresses global issues. Students must include a reflection about their global experience in their digital portfolio. Students must get the internship approved for Global Experience status by the Director of Internship and Career Development in the semester before the internship takes place.

How do I apply for credit?

The internship course form must be submitted to the Office of Internship and Career Development for approval and submission to the registrar. The internship course form **MUST** include a letter of offer from the internship sponsor on company letterhead (a forwarded email is acceptable) stating:

- Roles and responsibilities of the internship position (please be as specific as possible about the types of tasks, assignments and projects the internship will include)
- Supervision provided (including training, assistance and regular consultation)
- Evaluation and feedback provided (formal feedback is recommended at mid-semester and end of semester, at a minimum)
- Duration of internship - number of hours/week and number of weeks at the internship site

What is the deadline for submitting the internship course form?

- Completed internship course forms and the internship offer letter are due to the Office of Internship and Career Development no later than **December 15** for Spring internships, **May 11** for Summer internships, and **August 15** for Fall internships. If a student is in the final stages of internship approval waiting for an official offer and the deadline is approaching, students **MUST** notify the Office of Internship and Career Development. In many cases, we are able to assist in securing offer letters in time for you to successfully complete course registration. The deadlines are in place to ensure that no student's course load is jeopardized by an unconfirmed internship.
- The internship course form must be approved before the student begins work.
- Internship credit should occur during the timeframe the work occurs. Exceptions are occasionally considered for summer internships with advance approval. All exceptions must be approved by **May 11**.

PLEASE NOTE: International students are required to obtain academic credit for summer internships and the academic credit **MUST** be completed during the summer semester.