

Student Internship Policy



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Approved by: Vice President of Academic Affairs

Policy Owner: Registrar

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1. Purpose and Scope

This policy outlines the requirements for internships to be recognized for academic credit, ensuring they meet the equivalent of one credit hour per 80 hours of work. This policy applies to all undergraduate programs that offer academic credit for internships. Students in the Teacher Education Program have separate requirements as outlined in the following policy, section 5.

2. Definitions

- **Internship:** A structured and supervised work experience directly related to a student's field of study, intended to enhance learning through practical application.
- **Credit Hour:** A unit of academic credit that reflects the amount of work required, typically one credit hour equals 80 hours of work.

3. Requirements for Internship Credit

To receive academic credit for an internship, students must meet the following criteria:

3.1. Work Hours

- **One Credit Hour:** To earn one credit hour, students must complete 80 hours of work related to their internship.
- **Multiple Credit Hours:** For multiple credit hours, students must complete 80 hours of work per credit hour. For example, a 3-credit internship requires 240 hours of work.

3.2. Duration and Schedule

- Internships must span a minimum of one academic term (e.g., semester).

- The internship schedule should align with the student's academic calendar and ensure that the required hours can be completed within the term.

3.3. Supervision and Evaluation

- **Supervision:** Internships must be supervised by a qualified professional within the organization who can provide regular feedback and mentorship.

4. Enrollment and Registration

- **Approval:** Internships must be pre-approved by the academic department to ensure they meet the criteria for academic credit.
- **Registration:** Students must register for the internship course or independent study before beginning the internship.