

Existing Policy (As it currently appears in the catalog)

Internships, Directed Study, & Other Field Experiences

Courses that fall into this category, including internships, directed studies and other field experiences, generally may not be used to satisfy general education requirements. Exceptions may be made for certain non-field or non-internship courses taught on an individual basis required in a student's major curriculum. Such courses must be specifically approved through university governance to carry a Written Communication Level III designation. The exception will apply to every offering of the course in question, rather than to individual students.

While it is difficult to make a clear-cut distinction between the internship and the directed study, the following statements indicate the characteristics that each would possess:

Internships

The internship involves the student in activities of practical or vocational nature in which he or she is required to perform specified services for an off campus agency, company, etc., in exchange for the opportunity to gain relevant learning experience in a job environment.

Although the supervision of the intern is the joint responsibility of a faculty member and of a representative of the facility where the student is working, the grade is determined by the faculty member.

1. Academic credit for internships will be granted on the basis of three hours of work per week for each academic credit awarded.
2. A student is limited to a maximum of 12 hours of credit for internships, during the undergraduate program. Departments may establish lower maximums for their courses.
3. A written statement should be developed for each internship which specifies
 - a. the responsibilities and duties of the student, the faculty supervisor, and the site supervisor;
 - b. the activities which the participating agency will provide for the student; and
 - c. the standards by which the student will be graded (reports, conferences, visitations, et. cetera).

It may be in the form of a departmentally standardized "contract", or a more informal approach, but such statement should be worked out prior to the experience in order to prevent misunderstanding on the part of anyone involved in the **internship**.

Proposed Policy (As it would appear in the catalog)

Internships, Directed Study, & Other Field Experiences

Courses that fall into this category, including internships, directed studies and other field experiences, generally may not be used to satisfy general education requirements.

"Fieldwork supervision" and "Internship" shall mean those modes of instruction in which a member of the faculty has responsibility for the educational objectives and for the observation, criticism and evaluation of a student in a learning experience in an area other than teacher education, such as, for example, human services or public services; the faculty member is expected to make regular on-site observes to the student and to confer with the student's off-campus supervisor, if there be any. (MSCA contract, Article I, D. Definitions, 24. Fieldwork Supervision and Internships)

Exceptions may be made for certain non-field or non-internship courses taught on an individual basis required in a student's major curriculum. Such courses must be specifically approved through university governance to carry a Written Communication Level III designation. The exception will apply to every offering of the course in question, rather than to individual students.

While it is difficult to make a clear-cut distinction between the internship and the directed study, the following statements indicate the characteristics that each would possess:

Internships

The internship involves the student in practical or professional activities in which they are required to perform specified services for an off-campus agency, company, etc. and some on-campus internship opportunities, in exchange for the opportunity to gain relevant learning experience in a professional environment. This policy is for Credit-bearing internship only.

Although the supervision of the intern is the joint responsibility of a faculty member and of a representative of the facility where the student is working, the grade is determined by the faculty member.

1. Academic credit for internships will be granted on the basis of 40 hours of work per credit on site (e.g., a 3-credit internship during a 15- week semester would require 120 hours of work throughout the semester). Additional time may be required for reports/review/meetings with mentor.
2. A student is limited to a maximum of 12 hours of credit for internships during the undergraduate program. Departments may establish lower maximums for their courses.
3. Academic departments that are offering internship credit will establish an internship communication plan to ensure equitable access to internship experiences for all of our students. The internship communication plan will be shared with the dean at the start of every academic year.
4. Once a student has secured an internship, the following paperwork must be completed:
 - A. A site agreement, to be completed by the internship site coordinator (see sample attached)
 - B. An internship application form, to be completed by the student and signed by faculty internship supervisor, department chair, and dean (forwarded to Registrar for student enrollment) (see below)
 - C. A learning agreement, in which the faculty internship supervisor will work with the student to develop a brief learning agreement that specifies:
 - The responsibilities of the student intern
 - The opportunities that the partner will provide
 - The standards by which the student intern will be graded
 - Learning goals and outcomes
 - [A standardized departmental, college, or school-level template may be used for this purpose.]
 - D. Any other paperwork as required by the student's department, school, or college
5. At the conclusion of the internship, the student may be asked to provide feedback about the site to determine that the site provided a high-quality educational experience.

Rationale

The rationale for the updated process and policy is three-fold. First, this process will provide some standardization as to the basic expectations for an SSU internship. Second, having a centralized repository for internship paperwork provides for risk management as the SSU will know where all students are working if emergency contact is required. Third, and perhaps most important for the SSU focus on equity, is that this process provides equitable access to internship experiences for all of our students.