



SUBJECT: INTERNSHIPS

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

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

NACE Position Statement of U.S. Internships,
http://www.nacweb.org/connections/advocacy/internship_position_paper/

- 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.

- III. Definitions

SUU has adopted the definition of internship from NACE (National Association of Colleges and Employers).

- A. "An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE* definition, all the following criteria must be met:



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1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

*SUU is a member of NACE (National Association of Colleges & Employers).
"Established in 1956, the National Association of Colleges and Employers (NACE) is the leading source of information on the employment of the college educated."
<http://www.nacweb.org/Home.aspx>

- B. Practica and Service-Learning opportunities are available at SUU and administered through various departments and the Community Engagement Center on campus. Practica and Service-Learning experiences/programs are excluded from the internship policy.
- IV. Internships
- A. General Conditions.
 1. Any academic department may offer internships as part of their curricula as either MAJOR 2890, 4890 or INTERNSHIP 6890. Career & Professional Development provides support for processing, counseling, advertising, referrals and serves as a resource for departments for internship opportunities.
 2. With approval of the Department Chair, for the department 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 area of interest.



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4. Internships not funded by SUU payroll will require 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 be oriented to the requirements and expectations of the internship, via the departmental internship coordinator in which the internship is taking place, prior to beginning the work experience.

B. Curricular Issues

1. Internships are available to students enrolled in a degree program and who have a minimum cumulative GPA of 2.5 or higher and have completed a minimum of 30 undergraduate semester hours. The minimum GPA and completed semester hours are a baseline requirement. In unusual circumstances, individual departments may waive or set higher requirements to complete an internship in their respective departments.
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. Departments may limit/determine amount of internship credits that may count towards a student's major/minor.
4. Student's academic background must be suitable to the anticipated field experience to register and earn credit for MAJOR 4890. MAJOR 2890 is open in various departments and may be used as an exploratory internship option.

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. Every internship should result in a significant written response that, although it will vary according to Departmental standards, should include not only a report on work accomplished, but analysis in the context of research. Evaluations from on-site supervisors will be considered in assigning grades.



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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.

D. Administration

1. Department chairs may delegate coordination of internships to a faculty member who serves as liaison to Career & Professional Development and the employer.
2. Departmental 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 Departmental Internship Coordinator is responsible for record keeping of the ICH's.

E. Waivers.

Upon registration of internship credit, each student in an internship must complete the Internship Permission Form and sign a waiver of liability (if applicable) and, in some cases, a commitment of confidentiality. (See Appendix A) 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.

Students who are participating in International Internships and receiving academic credit must obtain approval and signature from the Director of the Sargon Heinrich Global Engagement Center.

- 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.
 - b. identify an internship



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- c. complete an internship orientation through the department/division sponsoring the internships. This can be done via online, face-to-face, internship packets, etc. (The students must understand the department requirements and expectations of the internship prior to starting.)
 - d. required to complete the Internship Permission Form and the Student/Employer Contract Form, if required
 - e. develop and write learning objectives for the internship in collaboration with the Departmental Internship Coordinator and the employer
 - f. secure the signature of the Departmental Internship Coordinator and the employer/field supervisor
 - g. return completed forms to the Departmental Internship Coordinator
 - h. complete the internship
 - i. submit written reports and/or evaluations as required by the department/division
2. Department/Departmental Internship Coordinator responsibilities
- a. establish student and field placement qualifications for internships (Career & Professional Development may provide guidance to departments/divisions regarding job listings, evaluations, record keeping, and site-visits.)
 - b. designate a Departmental Internship Coordinator for internships
 - c. approve learning objectives for individual internships
 - d. monitor the internship and mentor the intern through site visits **or** other appropriate evaluations. Following the criteria established in this policy, internship rigor is monitored and maintained by the supervising internship coordinator under the direction of the department chair.
 - e. to ensure that internships meet departmental requirements for academic rigor, departmental internship requirements, above and beyond those established by this policy, need to be reviewed by the department curriculum committee annually.



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- f. keep a file of original student signed waivers and all other documentation relevant to individual students for a minimum of three years
 - g. 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
 - h. assign a grade
3. Career & Professional Development responsibilities
- a. create and maintain an Internship Database
 - b. prepare and present Internship presentations to classes and student organizations. Provide one-on-one internship search sessions with students.
 - c. convene and support a faculty advisory committee on internships.
 - d. provide service as a resource office for each academic department concerning internships (Career & Professional Development 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
 - f. screen positions to insure they are employment opportunities rather than business opportunities as requested.
 - g. establish relationships with employers in the community, regionally, and nationally to promote SUU students and develop internships
4. Work Supervisor Responsibilities
- a. See that students are supervised/mentored 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



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.3

Date Approved: 08/12/05

Date Amended: 02/01/13

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Office of Responsibility: Prov

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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 Career & Professional Development and appropriate University administrators, that continued participation is not in the best interests of SUU and/or its students.

APPENDIX A: Internship Permission Form

Internship Permission Form

Name: _____ **T Number** _____

FALL SPRING SUMMER YEAR _____

CRN	Course ID (ex. ENGL1010)	SEC	CREDITS	INSTRUCTOR of RECORD SIGNATURE	DEPT CHAIR SIGNATURE

ADDITIONAL STUDENT INFORMATION REQUIRED:

Cumulative GPA _____

Are you participating in an International Internship? Yes No

If yes, what country? _____

Approval: _____
Signature (Global Engagement Center Director) Date

INTERNSHIP INFORMATION:

Internship funded and paid through SUU payroll: Yes No **If No, please read and sign below waiver**

Company Name _____

Company Address _____

State, Zip Code _____

Work Supervisor _____

Work Supervisor Telephone _____

Internship Waiver of Liability

By going into functioning programs, rather than remaining in an on-campus classroom, students may expose themselves to greater risks. For example, in many placements the host agency does not assume liability for injury or harm to the SUU students who serve/work/volunteer in the program. Likewise employees of these agencies are not personally responsible for harm which may come to SUU students in the course of their carrying out their services and educational activities. Southern Utah University similarly assumes no liability for any such risk.

Given the supervision and limited case loads, SUU students are rarely exposed to even as much risk or harm as ordinary human service workers. Nevertheless, the potential for transportation accidents, and some emotional or mental distress, is present. SUU students are expected to exercise reasonable caution and to provide their own insurance to cover such harm, should it occur.

Students are also expected to conduct themselves according to the host agency's policies and procedures and according to the training which they receive, so as to further reduce risks of harm.

The intent of the cooperative/internship courses is to provide academic credit to SUU students who wish to gain educationally meaningful field experiences. The student, as a legal adult, assumes primary responsibility for the consequences of his/her conduct, for accidents, and for other harm or injury that may occur, recognizing that this learning format is more active and involved than the traditional classroom setting.

By signing below I affirm that I have read this statement and have had my questions regarding risk and liability answered. Also, by signing below, I assume all risks that may be inherent in and associated with the internship(s) in which I will be involved. I also waive any claim against Southern Utah University, its agents and employees, for any harm, injury, damage or claim that may result from my involvement in the cooperative(s) and internship(s) experience which does not occur as a direct result of the University's gross negligence. I further agree to indemnify the University and hold it and its agents and employees harmless from any such harm, injury, damage or claim that affects me or someone else as a result of my involvement.

Student's Signature & Date