

## PROPOSED INTERNSHIP GUIDELINES

Background: The following guidelines are based on information gathered by the Senate Council on Academic Standards in Fall 2008 from departments across the campus. The purpose of this draft proposal is to begin dialogue within the faculty community on the issue of the eventual adoption of a set of guidelines on internships, which will produce a uniformity of standards across the university while retaining enough flexibility to be applicable across multiple colleges and departments.

### Brief Statement on Internships:

1. An internship may be defined as a workplace-oriented learning experience taken by students for academic credit.
2. Internships must be pre-approved by departments, either by the department chairs, or their designees.
3. They involve a formal learning experience that must be demonstrably linked to the student's proposed discipline.
4. The goal of the internship is to enhance student learning, increase their experience and assist in the integration of theory and practice.
5. An internship is not to be deployed as a way to assist sponsoring organizations in obtaining access to student labor.
6. Any monetary compensation provided to the students by sponsoring organizations or provided to internship sites by WPU departments is outside the scope of these guidelines.

### Proposed Internship Guidelines:

1. Students will be eligible for internships upon completion of 60 or more credits.
2. A cumulative GPA of 2.5 or higher is required in order to apply for internship.
3. All internships will be subject to approval by the chair of the department where the student is majoring, or their designees. *Internships can only be undertaken in the department of the student's major.*
4. All internships will involve an academic supervisor who is a faculty member at WPU. They will also involve a site supervisor, who is an employee at the internship site.
5. The student must apply for internship using a standard form<sup>1</sup>, and submit it to their departmental chair, or designee. This form must be signed by the academic supervisor as well as the site supervisor/representative, and must clearly communicate expected student learning outcomes for the internship.
6. All students performing internship will be required to submit interim reports and a final report upon completion of the internship<sup>2</sup>.

---

<sup>1</sup> The Senate Council on Academic Standards will develop this form once the faculty community modifies and accepts these guidelines.

<sup>2</sup> The Council can also produce a template for a post-internship report if faculty members mandate it. Such a form will have flexibility to accommodate department-specific requirements.

7. Grades will be assigned by academic supervisors on the basis of predetermined department-level weights assigned to the following three criteria:
  - a. Site Supervisor Reports
  - b. Student Final Reports
  - c. Academic Supervisors Assessments.
8. The student's failure to obtain a satisfactory report from the academic supervisor will automatically lead to an F grade for the internship.
9. An internship must be an approved and listed course in the student's department.
10. The department must provide an orientation to the student before the commencement of the internship, either through the academic supervisor or designated internship coordinators appointed by the college/department.
11. The department should collect and document data that evaluates the appropriateness of the site and site supervisor for future WPU internship programs.