

## INTERNSHIP PRACTICUM FIELD PLACEMENT

### PURPOSE

To state the University's requirements for internship, field placement, practicum, and cooperative education.

### DEFINITIONS

- 1. Internship/Practicum/Field Placement** - The University makes no distinction among internships, practicum, and field placement. (Internship is used for this policy.) These terms refer to a hands-on professional experience where students work in a business/agency or educational setting practicing skills developed as a student. The goal is the integration of classroom knowledge with real life experience. The experience is completed under the close supervision of an agency/business field instructor and the academic department's assigned faculty liaison.
- 2. Faculty Liaison (or University Supervisor)** - The faculty member who is assigned to oversee the student's internship and is given a load reduction for this assignment, (the amount of the load reduction is established by the collective bargaining agreement.)
- 3. Cooperative Education (Coop)** - Though similar to an internship in that it gives the student practical experience, Cooperative Education experiences earn general elective credit and are coordinated through Career Services.

### POLICY

- A. Students complete a minimum of 40 hours in the internship for each semester hour credit. The only exception to this is education practica. Students involved in education practica are required to complete 25 hours of in-school experience for each semester hour awarded. This difference is based on the unique requirement of outside of class preparation and grading required in student teaching that does not occur in other types of internships.
- B. A class may be part of the requirements for an internship. In that case, class time is considered part of the total number of internship hours.
- C. Students are required to submit to the faculty liaison a minimum of one paper,

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project, portfolio, or presentation that demonstrates the integration of the field experience with course learning.

- D. A contract will be established between the student, field supervisor and faculty liaison that specify the learning goals for the internship and the responsibility of the parties involved.
- E. The faculty liaison will make at least one visit where possible to the business/agency during the semester to meet with the student and field supervisor to review learning and progress. Where visits are not possible, the faculty liaison should have phone interviews with the student and field instructor.
- F. Beyond the field visit, the student will meet a minimum of two times during the semester with the faculty liaison. In the case where there is a required class, further meetings with the student are not required.
- G. The faculty liaison will be responsible for assigning the student's grade for the internship.
- H. Each academic department providing internships for their students will have policies and procedures to guide the internships process. These policies and procedures will be made available to students and internships agencies. The policies and procedures will at minimum include: standards for applying for an internship, required assignments, expected behavior and conduct at the field agency, and any required classes.
- I. Students may be paid for their work in an internship. To be considered an internship it still must meet the following requirements;
  - a. Students are not expected to carry the same workload as regular employees. An internship is a place for students to practice new skills and integrate new knowledge. It is not reasonable to expect the student to work at the same rate or pace as an employee.
  - b. Students will be provided with levels of support and supervision that maintain the integrity of the learning experience, which usually equates to more supervisory time than a regular employee does.
  - c. If a student is completing an internship in his/her current work place,

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the internship must have work assignments that are different from the students normal work assignments, and the student must have a different supervisor than his/her normal supervisor. This part of the policy does not apply directly to students doing internships for teacher certification, an experience recognized by the state Department of Education for individuals already employed in the school setting.

- J. A student may not earn more than 15 credits toward the bachelor's degree from any one or combination of the practical experiences described in this policy.
- K. The number of credit hours for an internship course may range from 1 to 15 with departmental approval.

## **REVIEW**

This policy will be reviewed annually by the Vice President for Academic Affairs.