

Instructions for Using This Syllabus

The following syllabus is intended to provide standard policies for all student cooperative learning experiences and internships. Instructors desiring to create internship opportunities for students should do the following:

- Create a master syllabus based on the syllabus below. Please consult with your division Curriculum Committee representative as you create the syllabus.
- Obtain approval from the department chair and dean.
- Submit the syllabus for approval according to Curriculum Committee procedures.

Supervisors wishing to create internship opportunities should work with individual faculty members and departments in this process.

Please note the following additional policies:

- Faculty must have faculty rank to be a mentor.
- Faculty mentors cannot also be supervisors of the same students in the same semester.
- Students should not be taking a course at the same time that allows coursework to be credited for both the course and the internship.

Course Description

Internships are an opportunity for students to link theory with practice. They are temporary, on-the-job experiences intended to help students identify how their studies in the classroom apply to the workplace. Internships are individually arranged by the student in collaboration with a faculty member in the chosen discipline and a supervisor at the workplace.

This course is repeatable for up to 6 credits, with no more than 3 credits per semester. Additional fees required. Internships are typically pass/fail credits. Students desiring a grade will need to negotiate a contract with significant academic work beyond the actual work experience.

Justification

“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 them.” (NACE Definition, NACEweb.org)

As such, internships provide students opportunities to explore career options through an engaged setting, they help students apply academic materials and skill to practical work situations, they provide valuable professional experience, and they develop interpersonal skills.

Students who participate in internship opportunities secure work more quickly and are promoted more rapidly than students who do not. Often internships work well as capstone courses. All USHE institutions offer internship opportunities to their students.

Students at Snow can enroll in up to 3 internship credits in an academic semester. No more than 6 credits can count toward the associate’s degree. Duplicate experience for additional credit is not allowed.

Student Learning Outcomes

As a result of participating in an internship program, students will be able to do the following:

- Understand and apply classroom material to a professional work situation. Students will demonstrate that connection through a reflection paper, their journal entries, and in conversation with faculty mentor and work supervisor.
- Develop interpersonal skills by negotiating with faculty and supervisors as they design an internship contract.
- Develop professionalism by developing self-initiative, time management skills, effective communication skills, punctuality, and professional conduct. This will be assessed through periodic work reviews.
- Connect something from work environment back to the discipline. They will demonstrate this in their journals, reflections, and in conversation with their faculty mentors.

Content

This will be determined collaboratively by student, faculty mentor, and job supervisor. The internship contract uses a student's academic and professional interests to serve as the intellectual starting points for developing a semester-long project. Together the student, faculty advisor, and worksite supervisor will design a project that meets the following criteria:

- 1) Aligns with the student's academic program,
- 2) Offers the student an opportunity to significantly expand their current knowledge and skill set; and
- 3) Aligns with the student's professional pursuits.

To qualify for an internship, a student must be in good academic standing (2.0 GPA); have completed 30 semester hours or have instructor permission; and ideally have completed coursework that relates to the work experience.

Key Performance Indicators

The following must be used to evaluate student progress. Percentages may be determined collaboratively.

- Work Supervisor Evaluation
- Work Documentation
- Reflection Essay
- Journal

Students desiring more than 1 credit must also submit at least one artifact for each additional credit. Artifacts should reflect academic practices of the discipline and might include a portfolio, interview transcript, primary and/or secondary research paper, completed work project, multi-media report, etc.

The faculty mentor's role is to mentor the student, evaluate these key performance indicators, and assign a course grade.

Hours

To receive credit for an internship, a student needs to work in the profession at least 45 hours for each credit. The academic projects are additional expectations.

Approved by the Curriculum Committee 22 October 2018.