

Proposed Internship Standards, Eligibility, and Process

An academic, credit bearing internship is an opportunity for students to gain experience in a career related occupational setting in order to develop professional skills outside of the traditional college/university classroom environment.

The following outlines Landmark College internship standards:

- 1) Internships at the 2000 level are exploratory in nature and provide a general feel for a career path or field of interest.
- 2) Internships at the 3000 level provide a more in-depth learning and work experience related to a student's career goals or field of interest.
- 3) Internships at the 4000 level require more advanced knowledge and experience, this could be considered an entry level position.
- 4) All internships must have a content area affiliation indicated by the three letter course code assigned by the Dean of Education. The relevant school dean, in consultation with subject area faculty, determine if prerequisite knowledge is required for the position.
- 5) Internships must have clear job descriptions and be directly supervised on site.
- 6) Internship work experiences are substantive and challenging. They are mutually beneficial for the both employer and the student.
- 7) Internships may not be supervised by a member of the student's immediate family or by the faculty of record for the online internship facilitation course.
- 8) Internships can take place in a for-profit or non-profit setting and can either be paid or unpaid. Work study money can be used to pay for a legitimate internship.
- 9) Internships are credit bearing experiences. Credit load is assigned by the content area dean based on the number of contact hours (time spent on-site performing the activities of an intern). All internships are supported by a common online class:

30-59 hours of contact time + active participation in the online course = 1 credit

- 10) To be considered an internship on the Landmark College transcript, the internship must be taken for credit.

Student Eligibility

- 1) In order to be eligible to participate in an internship, a student must have earned twelve (12) credits at Landmark College with a minimum GPA of 2.5 and be in good judicial standing. Exceptions to these criteria must be approved by the Dean of School where the internship is designated.

Registration Process

- 1) Internships may be taken during each academic session (Fall/Spring semester, Summer, J-Term) but must be completed during the session for which the internship is designated.
- 2) Students are encouraged to work with the office of Transfer, Career, and Internships (TCI) prior to the registration period to identify approved internship opportunities, prepare resumes, cover letters, and practice for interviews.
- 3) Once the student is hired by an approved internship provider, the student must get a **signed work agreement contract** from the employer. Students may obtain this contract through TCI (**Appendix A**).
- 4) Students must meet with the department chair and complete **the internship approval form (Appendix B)**.
- 5) Student eligibility, the signed work agreement, and the internship approval form must be on file with the Registrar for a student to be able to register for the online course/internship.
- 6) All internships are facilitated by an online course. For the internship to be credit bearing, the student must be registered for the online course. Students must register for the internship during the registration period for the semester or session in which the internship will be taking place. No internship registrations will be permitted past the deadlines for course registration of the semester or session in which the internship will take place. Therefore, **both the signed work agreement, and the internship approval form must be obtained prior to (or during) the registration period.**
- 7) A maximum of three internship credits may be counted toward the Associate degrees and a maximum of 12 credits may be counted towards the Bachelor's degree.
- 8) Internships are recorded as electives and do not fulfill core curriculum requirements for an Associate degree.
- 9) A three-credit internship at the 2000 or 3000 or 4000 level can fulfill the BALST requirement for alternative study.
- 10) Landmark College will not retroactively approve credit for internships.

Appendix A
Landmark College Internship Work Agreement Contract

Internship Title

Employer Company

Internship Supervisor

Contact information for Supervisor (phone, email)

Job Description

Specific Duties

Start Date

End Date

Weekly hours

Total number of hours (minimum 30 hours)

Supervisor Agreement: [supervisor agrees to communicate with the instructor of the online internship course at the beginning of the experience (to clarify expectations) and to provide feedback about the intern's performance at the midpoint and at the conclusion of the experience.]

Supervisor signature

Appendix B
Internship Student Approval Form

Internship Department Affiliation

Internship total number of credits

Internship level (2000, 3000, or 4000)

Prior to meeting with the department chair, please answer the following:

- a. What do you hope to gain from the experience?

- b. How will the experience contribute to your understanding about the discipline and/or profession?

- c. What personal challenges or strengths do you hope will be addressed through this experience?

Learning outcomes (derived from questions above):

Department Chair

Student