

Background: The Provost's office formed a subcommittee of the Undergraduate Academic Affairs Committee to review current practices regarding academic internships across campus. The purpose was to attempt to develop a more standardized approach to academic internships. The subcommittee began this process by analyzing the requirements of academic internships in several different areas from across campus. Its proposal was shared across campus for feedback and discussed in the Undergraduate Academic Leaders and Academic Affairs committees. Additional updates were made to the proposal in response to (1) feedback from across campus, and (2) new accreditation requirements recently released (criteria and assumed practices), resulting in this document, which was approved by the academic affairs committee in March 2014. In order to clarify the policy, and to establish deadlines, the guidelines were revised by the Provost Office in November 2016.

Effective date of this proposal: All internships beginning in Fall 2014.

Committee Members: Bryan Burks (chair), Amy Adair, Daniel Adams, Debbie Duke, Jennifer Fisher, Jim Miller, Todd Patten, Lisa Ritchie, Jack Shock, Dan Stockstill, and Ken Turley.

Definition of Internship: A student or a recent graduate undergoing practical training under the direction of a supervisor. This supervisor is in addition to the faculty member overseeing the academic requirements. This internship can be a formal or informal program designed to provide practical experience in an occupation or profession. This internship can be paid or unpaid.

While some majors require an internship, many do not. If academic credit is required or desired by the student, the following section provides minimum requirements and recommendations for the academic department in managing these academic internships.

SECTION 1: Minimum Requirements for Internships for Academic Credit

The following are minimum requirements for all academic internships offered for credit by Harding University. Any legal or accreditation requirements must also be met.

Pre-Approval: All internships for academic credit must receive pre-approval from their respective department. This pre-approval should be documented utilizing a form appropriate to the discipline. Upon approval, the student should receive a syllabus for the internship and be given instructions regarding registration. An example of a pre-approval form is located at Exhibit A. The pre-approval form must contain a description of the work requirements for the student and the supervision and evaluation expectations for the on-site supervisor. It must be signed by (1) the on-site supervisor, (2) the supporting faculty member, (3) the dean/chair, and (4) the student. Pre-approval for an internship should be applied for, and approval granted/denied, before the end of the preceding semester. For

internships during the Summer, the approval process and registration for the course must be completed by June 1.

Hours worked during an internship will only count for college credit from the point of approval onwards. If a student begins work before the internship is approved, only the hours worked after approval will count.

Prerequisites: The department should establish prerequisites for students to be eligible for the internship. This could be completion of a certain class, completion of specific hours (i.e. 12 hours in a specific field), academic standing (i.e. junior or senior), a certain GPA, or anything else deemed appropriate by the department. Prerequisites, as determined by the supervising department, should be noted clearly on the approval form.

Hours Required: A minimum of 75 working hours is required per credit hour. Although this exceeds the Harding University definition of a credit hour based on the Higher Learning Commission's requirement, we deem it appropriate for an internship which typically has less structure than an academic class. If a departmental accreditation standard requires more hours than this minimum requirement, then the accreditation requirement should be followed.

Registration: Students should follow the university requirements concerning registering for the course. For full transparency, the standard policy is for the student to register for academic credit prior to the internship. However, the current policy allows for an exception. Students can register for zero credit in the summer and then register for academic credit the following semester (fall). The university course load policy must be followed during this fall semester (i.e. no more than 20 or 21 hours). This exception is based on financial scholarship needs. Internships are typically set up with a "zero" cap, thus requiring the students to go through the departments for pre-approval of the internship and overrides for registration.

Employer Evaluation: Each student is required to receive at least one employer evaluation. The department will decide if the employer should go over the evaluation with the student, or if the evaluation should be sent directly to the faculty member for them to go over with the student. While this is a valuable assessment tool for the student, some employers prefer that the students not see the evaluation. Many companies have their own evaluation instruments. Attached to this document (Exhibit B) is a standardized employer evaluation that could be utilized for this purpose.

Debriefing Meeting: Each student is required to schedule and attend a debriefing meeting (face-to-face, telephone, video call, etc.) with the supporting faculty member at the conclusion of the internship experience. The purpose of this meeting is to draw closure to the internship. The supporting faculty member should have read the internship paper (if required) and received the employer evaluation along with any other documentation required by the department. This allows the faculty member to ask additional questions about the internship experience and also allows an opportunity to ask assessment

questions about the program since the majority of these students are upper-level students. As such, it could be viewed as a senior exit interview in addition to an internship debriefing meeting.

Decisions that should be determined by the department

- Whether the internships are required or simply encouraged,
- Whether the internships should be paid positions or not, and
- Whether to include additional requirements beyond the minimum requirements of the university as described in this document.

SECTION 2: Recommended Requirements for Internships for Academic Credit

In addition to the minimum requirements for an academic internship, it is recommended that each academic program require a paper, or other assignment(s), that is reflective in nature and appropriate for the discipline.

Paper Requirement: A paper should be required according to the guidelines established by the department. The length of the paper will vary based on the requirements, but a minimum of five pages should be required. This paper provides an excellent documentation for the student to reflect on their experience and the university to obtain assessment information. The paper guidelines could include:

- Description of company
- Job responsibilities
- Goals expected/achieved
- Challenges encountered
- Connection to courses taken previously
- Marketplace Christianity issues
- Future plans on the student

Note: An alternative assignment that is appropriate for the discipline can substitute for the paper, but it should still require the student to reflect on the internship experience.

In either case, such requirements should be specified on the pre-approval form.

SECTION 3: Optional Internship Requirements

In addition to the minimum requirements for an academic internship, any college, department or academic program can set additional requirements. This section includes a list of such additional requirements that are used by various departments. These are not university requirements, but might be legal or accreditation requirements for some programs. Each academic unit has the authority to set additional requirements like these for academic internships to enhance the academic experience. Such requirements should be clearly specified on the pre-approval form.

- **Journals:** The concept is for the student to keep a written journal of their internship experiences. This journal should help the student write the final paper for the class. It

may also be used to assist in communicating with the faculty member and/or other individuals. The entries could be daily, weekly, or at other appropriate intervals. The format of the journal should be considered as appropriate to the discipline (i.e., written or typed, emails to faculty, public blogs).

- **Self-Evaluations:** A self-evaluation allows the student to evaluate their personal growth during the internship experience. This document could be similar to the employer evaluation listed in Exhibit B but geared toward the student's perspective. It may allow for a good discussion in the debriefing meeting as the supporting faculty and student focus on areas where the employer and the student differed in their evaluations of the internship.
- **Faculty on-site visits:** Financial constraints often make this difficult; however, the supporting faculty member should be in contact with the employer at least during the preapproval process and possibly at the conclusion of the internship. (We realize the employer's time is valuable and we do not recommend extensive communication as it might be disruptive to his or her schedule.)
- **Required textbooks or reading materials:** Some departments and/or employers require readings for the internships (i.e., a youth minister reading materials for teaching classes). Current articles or periodicals may be more appropriate than traditional textbooks for some internship experiences.
- **Presentation:** Some departments require a presentation to other students/groups at the conclusion of the internship. This may be most appropriate when presented to groups of students who are pursuing similar internships in the future.
- **Specific training:** If the internship demands certain skills that may not be taught in a traditional classroom, then the program should seek ways to ensure the students are prepared. An example could be an internship that requires CPR. The college or department may make such training an internship prerequisite.
- **Background Checks:** Some internship experiences require a background check. This should be specified in the syllabus if it is required.
- **Insurance/Medical Shots:** Some internships require insurance above the university policy, which typically just protects the university. The department may need to work with the university Office of Human Resources for this coverage. Many times the cost of this policy is covered with a course fee attached to the internship. Some internships require students to have specific shots (i.e., TB), a fact which should be included in the syllabus.

SECTION 4: Administrative Issues for Internships

The following issues highlight the administrative aspect of providing internship for academic credit. These comments are directed to the departments and supporting faculty, not the students.

Syllabus for the Course: A syllabus is required for all internships. As with any course syllabus, it should contain the course objectives, course requirements, grading outline, outline for assignments, and standardized university statements. The syllabus should include (1) all the departmental prerequisites, (2) the minimum requirements as described in this document, and (3) any additional requirements as mandated by the department.

Internship Location: The shift over the last several years has been for the internship course to be housed in the specific academic college and/or department (i.e. ACCT 367 for an accounting internship). However, when this is not feasible, there is currently a “COOP 367” course that falls under the direction of the chair of the University Studies Department. This course can be assigned to a faculty member in the department to oversee the internship and assign the grade for the course.

Course Numbering: The registrar recommends the “367” numbering for internships. However, many departments across campus use different numbers for various reasons (i.e. junior internship, senior internship). If there is no preference by the department, then the “367” should be considered as the course number. Otherwise, the department should use a course number appropriate to its needs and approved by the Registrar.

Repeatable: It is becoming more common for students to obtain multiple internship experiences during their college experience, so the department should determine whether an internship can be taken more than one time. This approval to repeat may be more appropriate if the internship is for a different company or a different position within the same company. Two summers working the same internship position with the same company are probably not appropriate for a repeatable internship.

Grading: Each department should develop the method of grading internships. No university rubric has been approved for this process. However, grading should include review of the reflective exercise, the employer evaluation, the debriefing session, and any other documentation required by the department.

Load Credit: There is currently no university policy regarding academic load for internships. There is a policy regarding independent studies, but an independent study is not the same as an internship. Due the varying degree of involvement in the internship experience by the supporting faculty member (based on the requirements established by the college/department), the academic load should be established by the specific college and approved by the Provost.

Drop/Add of Internships: During the Fall or Spring semesters, normal full-term drop/add policies apply (full tuition refund only available during the first week of classes). For

Summer Internships, June 1 is the last day to add an internship and the last day to drop an internship. No full-tuition refunds for internships will be granted after June 1.

Pre-Approval Document (example)

Note: Each College may modify/add to this form to fit its specific needs and or requirements.

XXX 367
Pre-Approval Form for Internship

Please complete this document with the appropriate information and turn it in to (note person, office, location, etc.).

Student Name: _____ Harding Box #: _____
Phone: _____ Email: _____
Year and semester you plan to enroll in XXX XXX: _____ Number of credits: _____

Information regarding the internship position:

Name of Business or Organization: _____
Address: _____

Immediate on-site supervisor: _____
Position: _____ Phone: _____

Description of Internship Position, expected responsibilities, and mandatory academic criteria:

NOTE: This section should set forth all requirements and justify the number of credits being sought. See Internship Handbook for more information. This form may extend onto two pages.

Expected Dates of Internship: From _____ until _____

Authorization for the Internship

Supervisor: By signing this document, I agree to supervise and evaluate the student named above during the stated internship period.

Supervisor's signature _____ Date _____

Faculty member: By signing this document, (1) I certify that this student meets our departmental/ college prerequisites, (2) I will be responsible for the administrative duties regarding this internship.

Faculty member's signature _____ Date _____

Dean or Chair: By signing this document, I approve this internship according to the terms stated above.

Dean or chair's signature _____ Date _____

Student: By signing this document, I agree to meet the terms of this internship, as stated above.

Student's signature _____ Date _____

ATTITUDE (please check appropriate response)	Exceeds Standards	Meets Standards	Needs Improvement
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**Harding University
EMPLOYER'S EVALUATION OF INTERNSHIP**

Student's name _____ Semester _____ Year _____

Employer _____

Is this necessary? The supporting faculty member would know this..?

INSTRUCTIONS: The intern student's supervisor should complete this form and discuss it with the student near the end of the work term. More frequent counseling with or without the form is encouraged to enhance communication regarding the student's performance and facilitate student development during the course of the work term. The student has the responsibility for ensuring that the completed form is returned to: (insert name of faculty member). You can also fax it to (insert fax number) or scan as an attachment to (provide email account). Attach extra sheets if space allotted for responses is not sufficient.

SKILL (please check appropriate response)		Exceeds Standards	Meets Standards	Needs Improvement	
				Some	Much
1	Possesses necessary technical knowledge and skill				
2	Adapts to change work assignments and situations				
3	Able to cooperate and work with other people				
Please comment on skill deficiencies or exceptional skills:					

PERFORMANCE (please check appropriate response)		Exceeds Standards	Meets Standards	Needs Improvement	
				Some	Much
4	Listens and carries out instructions				
5	Works effectively without close supervision				
6	Meets deadlines and schedules				
7	Produces acceptable <i>quality</i> of work				
8	Produces acceptable <i>quantity</i> of work				
9	Demonstrates ability to make decisions appropriate help				
10	Shows problem-solving ability				
Please comment on performance deficiencies or exceptional performance:					

			Some	Much
<input type="checkbox"/>	Accepts responsibility and is a self-starter			
<input type="checkbox"/>	Exhibits interest and enthusiasm about job			
<input type="checkbox"/>	Maintains appropriate dress and grooming habits			
<input type="checkbox"/>	Maintains good attendance			
<input type="checkbox"/>	Adheres to organizational regulations			
Please comment on attitudinal deficiencies or exceptional attitude:				

ADDITIONAL COMMENTS ABOUT PERFORMANCE AND/OR AREAS FOR IMPROVEMENT (optional)

SUPERVISOR'S OVERALL EVALUATION OF STUDENT'S PERFORMANCE (Please check one appropriate response)

- Exceptional Performance.** Student exceeded all expectations.
- Very Good Performance.** Student performed as well as or better than expected.
- Average Performance.** Student performed satisfactorily, though some improvement is needed in one or several areas.
- Marginal Performance.** Student requires substantial improvement in one or several key areas.

Evaluation has been discussed with student? Yes No

Supervisor's Name (Print) _____ Phone _____

Supervisor's Signature _____ Date _____