

GENERAL CRITERIA FOR INTERNSHIP SITE PLACEMENTS

An internship is a service-oriented learning experience. Guided by a professional in the discipline, the student engages in self-directed application of his/her knowledge and skills, and reflects upon the experience in order to put it in context within the standards and values of the discipline.

As students will be receiving academic credit for their work, internship sites should provide interns with a structured learning experience that will assist the intern in achieving learning objectives of the course.

To have a site considered as a placement for this course, it must meet the following criteria:

1. The site must be a formal agency or organization – ie. A government agency, a non-profit organization, a private sector or industry firm in the discipline.
2. The student must be given the opportunity to accomplish the professional and/or academic goals of the internship by completing a specific project for the organization.
3. There must be a supervisor who will oversee the internship placement, be willing to mentor the intern, and provide feedback to the course instructor.
4. The internship site must meet prevailing regulatory standards for workplace safety, and have appropriate policies to protect student interns from discrimination, harassment, or other inappropriate behaviors.
5. Students generally are not allowed to complete an internship placement with an agency for whom they have been employed without special permission. If the internship responsibilities differ significantly from the previous work opportunities, a student may submit a letter of exception to the faculty (with written support from the agency) with details defining the differences. The faculty will make the final decision regarding approval. Any exceptions to this policy must be approved in advance of the start of an internship experience.
6. A service club or more informal/independent placement (such as a home) will not be considered an appropriate location. The site must be a formal workplace setting.
7. A student must be able to work 10 hours a week at a site, for a total of 140 hours during the semester.