
INTERNSHIP

General

The University of Puget Sound offers students the opportunity to undertake an internship in order to:

1. Apply cognitive learning in an off-campus work-related organizational setting.
2. Extend knowledge acquired elsewhere in the curriculum.
3. Reflect upon work experience within an academic context.

Eligibility

The eligibility of a student to undertake an internship is determined by the Career and Employment Services using the following criteria:

1. Sophomore, junior or senior class standing.
2. Cumulative university grade point average of at least 2.50.
3. A declared major or minor in a department, school, or program; or other academic preparation appropriate for the internship placement.
4. Recommendation of the academic advisor.
5. Approval from the chair or director of the department, school, or program for which the student will receive credit (if a faculty-sponsored internship).

Requirements

The requirements of the internship will be specified in the Internship Learning Agreement composed of an Academic Syllabus and an Internship Description. The Learning Agreement must be completed; signed by the intern, the supervising instructor, the department chair or program director (for a faculty-sponsored internship), and the internship supervisor; and submitted to Career and Employment Services before the end of the add period during the term of enrollment. The student may then be registered for credit.

The Academic Syllabus (see Note below) should be comparable to the syllabus of any upper-division course in the curriculum and should include:

1. A list of the academic topics or questions to be addressed.
2. The learning objectives to be achieved.
3. The reading and/or research requirements relevant to the topics and learning objectives.
4. The assignments or progress reports (plus the dates they are due to the instructor) to be completed during the internship.
5. The final project, paper, report, or thesis to be completed at the conclusion of the internship.
6. A regular schedule of days and meeting times of at least 35 hours for the internship seminar. Or, a comparable schedule of at least 35 hours for consultation with the instructor and independent research in a faculty-sponsored internship. In either case, students should regularly review their progress toward their learning objectives and should discuss how they are applying their previous courses and experiences to the internship.
7. The date during the final examination period (or the date by the last day of the summer session) for the student to submit the self-assessment to the instructor unless arrangements have been made to extend the internship with an in-progress grade beyond the normal end of the term.
8. The instructor's grading criteria.

Note

A student in an internship seminar will also have a seminar syllabus from the seminar instructor. The student should not duplicate the seminar syllabus in the Learning Agreement Academic Syllabus but must address those items specific to the student's particular internship.

The Internship Description will include:

1. A list of the specific responsibilities and tasks relevant to the academic learning objectives.
2. A list of the specific responsibilities and tasks relevant to the internship site expectations although not directly related to the academic learning objectives.
3. A schedule of at least 120 hours of directly related internship experience.
4. The criteria used by the internship supervisor to evaluate the intern's performance.
5. The date by which the supervisor is to send the student's performance appraisal to Career and Employment Services.

Grading

An internship is intended to be a graded course (although a student may select pass/fail grading). However, the instructor of a faculty-sponsored internship may determine that, due to the nature of the experience and the internship assignments, pass/fail grading is appropriate.

A student's performance in an internship will be assessed by the student's achievement on the academic requirements, as assigned and graded by the university faculty member, and on the completion of on-site internship responsibilities, as evaluated by the supervisor at the organization hosting the internship. Additionally, the student may be required to complete a self-assessment reviewing the learning objectives, how they were achieved, and how that achievement was demonstrated.

Designation

1. The internship seminar will be designated as INTN 497.
2. The department-offered internship will be designated with the department abbreviation and the course number 497. (For example, the internship offered by the Sociology and Anthropology department is designated as SOAN 497.)
3. The internship sponsored by an individual member of the faculty will be designated with the department abbreviation of the faculty member and the course number 498.

Credit

Credit for an internship is not applicable to the Upper-Division Graduation Requirement. Only 1.0 unit may be assigned to an individual internship and no more than 2.0 units of internship credit, or internship credit in combination with cooperative education credit, may be applied to an undergraduate degree.

Course Offerings

Unless otherwise specified, each course carries 1 unit of credit and is offered at least once each academic year. Please see "Frequency of Course Offerings" on page 18.

Internship (INTN)

497 Internship Seminar This scheduled weekly interdisciplinary seminar provides the context to reflect on concrete experiences at an off-campus internship site and to link these experiences to academic study relating to the political, psychological, social, economic and intellectual forces that shape our views on work and its meaning. The aim is to integrate study in the liberal arts with issues and themes surrounding the pursuit of a creative, productive, and satisfying professional life. Students receive 1.0 unit of academic credit for the academic work that augments their concurrent internship fieldwork. This course is not applicable to the Upper-Division Graduation Requirement. Only 1.0 unit

may be assigned to an individual internship and no more than 2.0 units of internship credit, or internship credit in combination with co-operative education credit, may be applied to an undergraduate degree.

Prerequisite: Junior or senior standing, 2.5 GPA, ability to complete 120 hours at internship site, approval of the CES internship coordinator, and completion of learning agreement. May be repeated for credit. Cannot be audited. Cannot be taken Credit/No Credit.

498 Faculty-Sponsored Internship Students who enroll in this course develop an individualized learning plan with a faculty sponsor to connect off-campus internship site experience with study in the student's academic area of interest. The learning plan includes required reading and writing assignments, as well as a culminating project or paper. Students receive 1.0 unit of academic credit for the academic work that augments their concurrent internship fieldwork. The internship sponsored by an individual member of the faculty will be designated with the department abbreviation of the faculty member. This course is not applicable to the Upper-Division Graduation Requirement. Only 1.0 unit may be assigned to an individual internship and no more than 2.0 units of internship credit, or internship credit in combination with internship or co-operative education credit, may be applied to an undergraduate degree. *Prerequisite: Junior or senior standing, 2.5 GPA, ability to complete 120 hours at internship site, approval of the CES internship coordinator, and completion of learning agreement. May be repeated for credit. Cannot be audited. Cannot be taken Credit/No Credit.*

Co-operative Education Guidelines

General

The University of Puget Sound offers students the opportunity to undertake a co-operative (co-op) education experience so that students, through full- or part-time employment, may:

1. Gain pre-professional experience at an academically-related off-campus site.
2. Gain relevant experience to provide context for later academic studies.
3. Extend theoretical knowledge to practical application.
4. Achieve professional and academic goals in preparation for employment.

Eligibility

The eligibility of a student to undertake a co-op will be determined by Career and Employment Services using the following criteria:

1. Sophomore, junior, or senior class standing.
2. Cumulative university grade point average of at least 2.50.
3. A declared major, minor, or interdisciplinary emphasis in a department, school, or program appropriate for the co-op placement.
4. Recommendation of the academic advisor.
5. Approval from the chair or director of the department, school, or program from which the student will receive credit.
6. Total enrollment in co-ops is limited to 20 students per term.

Requirements

The requirements of the co-op will be specified in the Co-operative Education Learning Agreement composed of a Co-op Description and Learning Objectives. The Learning Agreement must be completed; signed by the student, the supervising instructor, the department chair or program director, and the co-op supervisor; and submitted to Career and Employment Services before the end of the add period during the term of enrollment. The student may then be registered for credit.

The Co-op Description will include:

1. A list of the specific responsibilities and tasks assigned to the student.

2. The criteria used by the co-op supervisor to evaluate the student's performance.
3. The student's schedule with start and end dates plus a summary of expected hours the student will contribute to the Co-operative Education experience.
4. The day and time during the week that the student will meet with the supervisor to review performance and progress toward learning objectives.
5. The date by which the supervisor is to send the student's performance appraisal to Career and Employment Services.

The Learning Objectives should reflect the student's academic and professional interests and must specify how the student intends to achieve a pertinent experience by including:

1. Specific intended objectives for undertaking the co-op.
2. A description of how each responsibility or task assigned by the co-op supervisor can be made relevant to the intended objectives.
3. A schedule of days and times for meeting with the instructor to review the student's self-assessment of performance and progress toward the learning objectives.
4. The date during the final examination period (or the date by the last day of the summer session) for the student to submit the self-assessment to the instructor unless arrangements have been made to extend the co-op with an in-progress grade beyond the normal end of the term.
5. Any specific objective(s) that may be assigned by the instructor.

Grading

A student's performance in a co-op will be graded pass/fail by the instructor using the co-op supervisor's appraisal of the student's completion of responsibilities (forwarded by Career and Employment Services); the student's self-assessment regarding the completion of learning objectives, how they were achieved, and how that achievement was demonstrated; and by any additional criteria the instructor assigns in the Learning Agreement.

Designation

1. The co-operative education experience will be designated COOP 499 CO-OP EXPERIENCE.

Credit

Activity credit will be granted for a co-op based on hours of engagement with the site:

1. 0.25 unit and less-than-half-time enrollment status for at least 120 hours.
2. 0.50 unit and half-time enrollment status for at least 240 hours.
3. 1.00 unit and full-time enrollment status for at least 480 hours.

This credit is not applicable to the Upper-Division Graduation Requirement.

As activity credit, a co-op is included in the limit of 2.00 units of activity credit that may be applied to an undergraduate degree. Apart from the activity unit limit, no more than a total of 2.00 units of co-op credit, combined with internship credit, may be applied to an undergraduate degree.

Course Offerings

Unless otherwise specified, each course carries 1 unit of credit and is offered at least once each academic year. Please see "Frequency of Course Offerings" on page 18.

Co-operative Education (COOP)

499 Co-operative Experience Variable credit up to 1.00 activity unit.

Internship

Students from any major may alternate semesters of on-campus study with academically-related, off-campus experience or may undertake such experience while enrolled in classes (a parallel placement). This program is tailored for sophomores, juniors, and seniors who seek experience and a head start on their career objectives while still in school. Activity credit in the range of 0.25, 0.50, or 1.0 unit may be awarded for each concurrent placement based on the number of hours engaged at the co-op site. COOP 499 must be taken pass/fail. This course is not applicable to the Upper-Division Graduation Requirement. As activity credit, a co-op is included in the limit of 2.00 units of activity credit that may be applied to a bachelor's degree. Apart from the activity unit limit, no more than a total of 2.0 units of co-ops combined with internships may be applied to a bachelor's degree. *Prerequisite: Sophomore, junior, or senior standing; 2.5 GPA; ability to complete required minimum hours at co-op site; approval of the CES internship coordinator; completion of learning agreement. May be repeated for credit up to 2.00 units. Cannot be audited.*