

## Internship Guidelines

### General

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

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

### Eligibility

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

- Junior or senior class standing.
- Cumulative university grade point average of at least 2.50.
- A major or minor in a department, school, or program; or other academic preparation appropriate for the internship placement.
- Recommendation of the academic advisor.
- 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 a Job 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 work supervisor; and submitted to the Office of Career and Employment Services before the end of the add period during the term in question. The student may then be registered.

The Academic Syllabus\* should be comparable to the syllabus of any upper-division course in the curriculum and should include:

- A list of the academic topics or questions to be addressed.
- The learning objectives to be achieved.
- The reading and/or research requirements relevant to the topics and learning objectives.
- The assignments or progress reports (plus the dates they are due to the instructor) to be completed during the internship.
- The final project, paper, report, or thesis to be completed at the conclusion of the internship.
- 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.
- 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.

- The instructor's grading criteria.

\*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 Job Description will include:

- A list of the specific job responsibilities and tasks relevant to the intern's academic learning objectives.
- A list of the specific job responsibilities and tasks relevant to the student's employment expectations although not directly related to the academic learning objectives.
- An employment schedule of at least 120 hours.
- The criteria used by the supervisor to evaluate the intern's job performance.
- The date by which the supervisor is to send the student's performance appraisal to the Office of 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 job 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 work 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

- The internship seminar will be designated as INTN 497.
- The department-offered internship will be designated with the department abbreviation and the course number 497. (For example, the Writing Internship offered by the English Department is designated as ENGL 497.)
- 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 and only 1 unit may be assigned to an individual internship and no more than 2 units of internship, or the combination of internships with co-ops, may be applied to a bachelor's degree.