INTERNSHIP POLICIES AND PROCEDURES
Gordon College

Initial Instructions - Both an Internship Registration Form and a Learning Plan are required, except for pre-scheduled internships (COM425, PSY425-426, SWK425-426, BCM425-426). Forms are in the Registrar's Office. Student locates a faculty member who agrees to serve as supervising faculty for the internship.

Eligibility – A student must have a minimum 2.50 cumulative average and receive approval from both the department and the Registrar's Office prior to starting the internship. Internships may not be repeated; subsequent internships must be thoroughly different experiences with different organizations.

Length and Credit - Internships are ordinarily one semester in duration. Credit Ratio: A minimum of 8 hours involvement per week for 14 weeks is required for a 4-credit internship (28 hours of work per credit hour). Departments may stipulate other credit ratio requirements. A maximum of eight credits may be earned towards the degree credit hour requirements.

Supervising Faculty Member – A faculty member who agrees to supervise an internship commits to oversee its design, location, coordination and evaluation as follows:

> **Determine Qualification of Student and Credit** – Confirm that the student qualifies to enroll in an internship (2.50 cumulative GPA and will not exceeded maximum credit) and establish the amount of credit to be earned.
> **Locate Internship** - Help student locate and arrange an appropriate placement with a professional practicing in the field with the expectation that students will learn about their major from their off-campus supervisor, who should have a minimum of three years working experience in the field.
> **Develop Syllabus or Learning Plan** - Help student develop a Learning Plan which ensures a quality academic experience, or update the standard internship syllabus, specifying outcomes and evaluation methods, etc., as appropriate.
> **On-Site Observation** - Monitor internship and personally undertake a minimum of one on-site observation per term, preferably two (during the term and at the end of the term) to consult with on-site supervisor regarding performance evaluation. Submit at least one site visit report to the Registrar's Office. Exceptions to this policy may be made only with advance consent of the Academic Programs Committee of the Faculty.
> **Grading** - Require the student to obtain from the on-site supervisor an evaluation of the experience and to ensure its delivery to the supervising faculty member. The supervising faculty member assigns the final internship grade based on the <u>evaluation</u> and <u>academic work submitted</u>, and submits it to the Registrar's Office.

Approval - The supervising faculty member approves the Learning Plan; the student submits the Internship Registration Form (including approving signatures from academic advisor, supervising faculty, on-site supervisor and department chair) for approval by Registrar's Office prior to starting the internship.

Deadline - Student must submit completed approved registration form and learning plan to the Registrar's Office **prior to starting the internship** and **no later than the fifth day of the semester**--for both full term and quad internships. The Registrar's Office enrolls the student, who will be billed per the applicable block tuition rate. Copies of the Internship Registration Form and Learning Plan are sent to the faculty supervisor, student, academic advisor and on-site supervisor.

Summer Internships - Procedure is the same. Deadline for submitting approved Internship Registration Forms and Learning Plans: June 1. Students are billed the block tuition rate in effect the prior term. Only full-time faculty may supervise summer internships for pay (minimum load the prior academic year = 24 credits).

INTERNSHIP REGISTRATION FORM
Gordon College

The student must submit the signed Internship Registration Form and Learning Plan to the Registrar's Office no later than the fifth day of the semester. The student will be billed for the internship hours at the applicable block tuition rate.

Name _____ ID #_____ Semester _____ 20__

<div style="text-align:right">FA/SP/SU</div>

Email address_____ Phone _____

Major(s) _____ Advisor(s)_____

Class: FR   SO   JR   SR   Cumulative GPA _____ (minimum GPA 2.50)

Name of Organization _____

Organization's Address _____
                             Street   City,   State,   Zip Code

On-Site Supervisor _____
                          Name   Title

                     _____
                     Email address   Phone

Job Title_____ Course ID #_____

Job Description _____

_____

Work Period: from _____ to _____ Number of Weeks _____
                   Month/Day/Year   Month/Day/Year

Hours per Week _____ Credits _____ Ratio: 4 cr.= 8 hrs/ per week for 14 wks or 28 hrs of work per cr hour

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Required Signatures

This internship has been located and fully arranged; the attached Learning Plan ensures a quality academic experience and has my support and approval.

Supervising Faculty Member _____
I agree to make site visit(s) and submit a site visit report.   Signature   Date

Academic Advisor   _____
                                         Signature   Date

Department Chair   _____
                                         Signature   Date

On-Site Supervisor   _____
                                         Signature   Date

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Registrar's Office Approval _____
                                         Signature   Date

Internship Learning Plan
Gordon College

Name_____ID_____

Major_____CLASS: FR SO JR SR

Faculty Supervisor_____

Organization_____
<div align="center">Name of Organization</div>

On-Site Supervisor_____
<div align="center">Name   Title   Telephone</div>

Work Period: from_____to:_____
<div align="center">Month/Day/Year   Month/Day/Year</div>

Course ID Number_____Total Credits_____Length_____
<div align="center">Ratio: 4 credits=I hrs/wk for 14 weeks   Quad/Full Semester</div>

I. WORK DESCRIPTION

Describe the tasks to be performed during the internship for the approved organization:

_____

_____

_____

II. LEARNING PLAN

Work performed within the College's internship program is purposefully educational. What students learn academically can enhance understanding, performance and personal growth in work situations. Work, in turn, can have a reciprocal positive influence on continuing personal growth through academic learning. The purpose of the Learning Plan is to identify **in advance** the internship's goals, academic requirements, strategies and methods of evaluation.

   A. **Specific Objectives:** List some of the capabilities (knowledge/skill/commitment to be developed.

      1._____

      _____

      2._____

      _____

      3._____

      _____

B. **Strategies:** Specify academic preparation and requirements (reading/research/papers/journals/presentations) and on-the-job strategies designed to help achieve objectives.

1._____

_____

2._____

_____

3._____

_____

C. **Assessment:** List specific ways that progress and success in achieving objectives will be evaluated.

1._____

_____

2._____

_____

3._____

_____

REQUIRED SIGNATURES

This Learning Plan has been reviewed and approved by:

Student: _____

Supervising Faculty Member_____

On-Site Supervisor_____