**INTERNERNSHIP 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 exceed 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 evaluation and academic work submitted, 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).

:cah 10/15/2008
INTERNERNSHIP 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___

Email address _____________________________________________ Phone ___________________________

Major(s) ___________________________ Advisor(s) ___________________________

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

Name of Organization ___________________________________________

Organization's Address ___________________________________________

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

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 __________

Registrar’s Office Approval ___________________________________________

Signature __________ Date __________
Internship Learning Plan
Gordon College

Name_________________________________________________________ID______________________________

Major________________________________CLASS: FR SO JR SR

Faculty Supervisor__________________________________________________________

Organization________________________________Name of Organization

On-Site Supervisor
Name________________________Title____________________Telephone_________________________

Work Period: from______________________to:______________________Month/Day/Year

Course ID Number____________________Total Credits____________________Length____________________

Ratio: 4 credits=1 hrs/wk for 14 weeks Quad/Full Semester

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. 

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REQUIRED SIGNATURES
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This Learning Plan has been reviewed and approved by:

Student: ______________________________________

Supervising Faculty Member _______________________

On-Site Supervisor ______________________________