

## Guidelines for Academic Internships

**Departments should provide students interested in Internships/Experiential Learning with a set of guidelines that would help them start the process of earning internship credit. Such guidelines might ask that the student do the following:**

1. Obtain and fill out the Internship Application available from the Calling and Career Center or on the web at <http://interns.georgetowncollege.edu/interns/index.htm>.
2. Find out about possible internships in his/her area of study from faculty members or the Calling and Career Center.
3. Make an appointment with the Chair of the department in which internship credit is desired to discuss departmental requirements for credit as well as additional internship opportunities.
4. Identify a faculty member who is willing to oversee the internship.
5. Write a one-page statement of developmental goals and meet with the faculty who will oversee the internship to discuss and refine the internship syllabus and requirements.

**Departments sponsoring Internships/Experiential Learning must observe the following guidelines:**

1. Each student who works as an intern must work or meet in class for 50 hours for each hour of academic credit earned.
2. Each student who works as an intern must be provided with a syllabus.
3. The content of the syllabus is up to the department, but in order to standardize academic expectations across departments, it **must**: a) specify the requirements for earning credit and how to document them b) make assignments that allow the student to analyze his or her experiences as they unfold c) require a report in which the student reflects upon the internship. Here are some suggestions for requirements that departments **might** integrate into internship syllabi in order to meet these three guidelines:
  - a. Documenting the Internship/Experiential Learning:
    - i. Work 50 hours per hour of credit expected and keep track of hours worked in a journal, log, or regular emails to the faculty supervisor
    - ii. Write a narrative account of experiences in a journal or regular emails to faculty supervisor.
  - b. Analyzing the Internship Experience:
    - i. Record immediate responses to experiences in a journal or regular emails to the faculty supervisor.
    - ii. Apply assigned readings (250 – 300 pages total) to experiences in a journal or regular emails to the faculty supervisor.
    - iii. Apply theory learned in major to experience in a journal or regular emails to faculty supervisor.
    - iv. Answer assigned questions about experience in a journal or regular emails to the faculty supervisor.
    - v. Meet with the faculty supervisor to discuss experience.
  - c. Reflecting upon the Internship Experience

- i. Submit a formal paper that assesses the internship in terms of what the student learned and how he or she expects to use and apply that learning in the future.
- ii. Converse via email or meet in person with the faculty supervisor to discuss the internship in terms of what the student learned and how he or she expects to use and apply that learning in the future.
- iii. Arrange a concluding meeting with the advisor to certify the completion of all assignments.

4. Faculty supervisors must submit a record of a completed internship course to the Provost's office. Use form entitled 'Record Form: Academic Internships'. This record should include the course syllabus, and a summary of the requirements completed by the student. This record will be the basis for determining compensation for faculty supervisors.

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The Provost's office will maintain records of active and completed academic internships.

The Calling and Career Center will maintain emergency contact information for students in active internships.

Safety or harassment concerns regarding students in academic internships should be reported to the Provost's office.