

STUDENT GUIDELINES FOR INTERNSHIPS

An internship provides an opportunity for you to integrate academic learning with actual work experience in your major area of study. It is a supervised experience intended to enhance your educational goals. These guidelines apply to all internships except for student teaching and HNGR internships.

General Guidelines

1. The internship experience should be a new, educationally rewarding one rather than a continuation or repeat of a current or previous work experience. It is a short-term position.
2. An internship work experience should involve challenging tasks with educational value rather than tasks which would be considered as “busy work.”
3. A work experience can be designed as an internship for credit only if approval is obtained from your academic department *in advance* of the work experience.
4. Before registering for internship credit, you must complete an Application for Internship and file it with the Registrar’s Office. You are expected to register for the internship during the semester or summer in which at least 50 percent of the internship will be completed.
5. Receiving pay for the internship will be dependent on the employing organization’s policy.
6. An internship will not normally be allowed to be done in a business owned by your family or in an organization where the supervisor is a relative.
7. You will be billed for the number of hours of academic credit at the tuition rate for the terms of registration.

Internship Eligibility

1. Undergraduate students must have reached junior status and have completed at least 16 hours in their major before requesting an internship. Graduate students should have completed a minimum of one-half of the course work required for their degree before requesting an internship. If you are on academic probation you normally would not be allowed to register for an internship.
2. Individual departments may establish additional eligibility requirements for internships.

(Over)

Internship Requirements and Credit

1. To gain maximum benefit from an internship, it should normally be taken for a minimum of 4 credit hours. Some departments, however, will allow students to take an internship for 2 credit hours.
2. For undergraduates, no more than 12 hours of internship credit can be taken toward a degree and no more than 8 hours can be counted toward a major. For graduate students, a maximum of 4 or 8 hours of internship can be counted toward a degree, depending on the department in which you are enrolled.
3. Some departments limit the maximum internship credit allowed on a major to 2 or 4 hours. Some departments will allow you to take two 4-hour internships or one 8-hour internship. No more than 8 hours can be earned for the *same* internship experience.
4. A *minimum* of 40 clock-hours of work experience is required for one academic credit (e.g. a 4-hour internship would require a minimum of 160 clock hours of work experience). Depending on the nature of the internship, a department might expect or require you to work more than the minimum required hours.
5. The internship experience will receive a final evaluation from the supervising faculty member and will be **graded on a pass/fail basis**, unless the department has received approval from the Educational Policies Committee to give regular letter grades.
6. While you are participating in the internship, you are expected to communicate with the faculty supervisor regarding the progress of the experience. You will be expected to keep a written daily journal of the experience (or other appropriate record of tasks accomplished) and to write a final paper which summarizes and evaluates the experience. This paper should include how you were able to integrate your Christian faith with the work experience.
7. Individual departments may establish additional internship requirements.

Internship Supervision

1. All students doing an internship must have a faculty supervisor. You are expected to meet with your faculty supervisor a minimum of three times – once before the internship begins to discuss the expectations for the internship, once during the internship, and once at the end of the internship to summarize and evaluate the experience.
2. An on-site visit by your faculty supervisor is expected to be made for all internships located within a 100-mile radius of Wheaton. An on-site visit will not be expected for internships located further than 100 miles from Wheaton. A department chair may approve internships at distances further than 100 miles from campus.

This application must be completed, including approval signature, before a student can register for an internship. Bring this completed application to the Registrar’s Office. Undergraduate students who will be off campus during the internship (except during the Summer), also file an Application for Deferred Enrollment with the Registrar during advance registration. Please read the “Guidelines” sheet carefully before completing this form.

Name _____ CPO# _____ Student# _____

Classification ____ Soph. ____ Jr. ____ Sr. ____ Grad. Major _____

Hours completed toward degree _____ Hours completed toward the major _____

Internship for ____ Fall ____ Spring ____ Summer 19__ No. of hours _____

Department in which internship is being taken _____

Supervising faculty member _____

Full name and address of organization where you will be doing your internship:

City _____ State _____ Zip _____ Telephone No. _____

Name of work supervisor _____

Internship dates: From _____ To _____

Total number of clock hours you will put in on your internship _____

What duties will be performing on your internship and how are they related to your academic major?

What courses have you had that relate to this internship?

Approval signatures:

Faculty supervisor _____ Date _____

Department Chair _____ Date _____

Student _____ Date _____

Distribution: Registrar’s Office; Department; Student