STUDENT AND FACULTY GUIDE TO INTERNSHIPS

Individualized Instruction is a part of Wesleyan’s academic program, directed by the Office of Academic Services.

All individualized instruction is an agreement, a “contract” between student, faculty member and in the case of internships, a site supervisor, to complete specified learning and work tasks for academic credit. This contract establishes learning outcomes, a plan to accomplish those outcomes and the method of evaluation by which the sponsoring faculty member evaluates those outcomes.

An INTERNSHIP is an individualized learning experience which allows students to apply what they have learned in a setting outside the classroom. Internships are conducted in a professional or work setting, an “on the job” training situation. They vary in hours of credit and may be paid or unpaid.

The advantages of internships include gaining pre-professional experience and job contacts, creating a personalized academic program, taking the initiative for one’s own education, encouraging innovative teaching and learning, developing behavior patterns necessary for success in the work world, and linking practical knowledge with the goals of a liberal education.

REQUIREMENTS

1. The student must have sophomore standing.
2. A minimum of a GPA of 2.5
3. Internships must justify academic credit. An internship must be a learning alternative to the classroom, not just work.
4. Retroactive credit is not possible, and will not be applied.
5. The completed Application for Internships should be submitted to the Academic Services Office prior to registration for the semester in which it is to occur but absolutely no later than the last day of add/drop. Late submissions will require written justification and approval of the Admission and Academic Standing Council.
6. Any internship site that requires an Affiliation/Articulation Agreement must be submitted to the Registrar’s Office/Academic Services two weeks prior to registration of classes. This document will be reviewed by the Academic Services Registrar and the Experiential Learning Coordinator before any agreement is approved or an agreement is made.
7. All individualized instruction experiences shall be for at least one credit, and no single internship may exceed six (6) credit hours without the approval of the Dean of the Faculty.
8. No more than 15 hours of Individualized Instruction (internships, directed study, and independent study) shall be applied toward graduation.
9. Internships must be in the student’s major or minor, with the exception of one three-hour exploratory internship which may be taken outside the student’s major or minor.
10. Volunteer/community service that satisfies requirements for scholarship funds cannot be considered individualized instruction or internships.
11. Any internship of four or more academic credits requires a more intensive research structure in the contract and plan.
12. Waiver of any of the above requirements is the discretion of the Dean of the Faculty.

STEPS FOR DEVELOPING AN INTERNSHIP

1. Communicate with the faculty sponsor to discuss the possibility of an internship.
2. Communicate with the site supervisor to discuss the specifics of the internship.
3. Draft a preliminary proposal of the internship, establishing clear learning outcomes and methods of evaluating those outcomes.

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4. With the help of the faculty sponsor, complete the plan of study. The form must be typed or word-processed and free from spelling and grammatical errors.

5. Secure all necessary signatures. Forms without appropriate signatures will not be accepted by the Registrar’s Office/Academic Services or the Experiential Learning Coordinator. It is the responsibility of the student. Plan accordingly with application submission deadlines.

6. Enroll in the appropriate number of hours for the internship under INDP 201.

7. Submit the forms to the Experiential Learning Coordinator and Academic Services. It will be reviewed by the Academic Services Registrar; it may be returned for revision or approved as submitted.

8. Copies of the approved form will be provided to the student, faculty sponsor, experiential learning coordinator, and the site supervisor. The original will be filed in the Registrar’s Office/Academic Services.

**HOW TO WRITE YOUR INDIVIDUALIZED INSTRUCTION OR INTERNSHIP CONTRACT**

**NEW!**
Faculty sponsors may include a section in their course syllabi with site-specific responsibilities or outcomes and a space for the site supervisor’s signature of approval. The syllabi must indicate an appropriate course catalog number in tandem with the internship application form. A general internship position description from the site must be submitted with a syllabus. If the faculty sponsor chooses not to utilize a syllabus, a student must provide a contract as described below. Note, this document does not have to be written in the format of scholarly learning outcomes, so long as it is cohesive, organized, and clear. A template of this contract may be found at the end of this packet and the explanation of sections is given here.

**Learning Outcomes**
Learning outcomes give direction to the course or study. They should be precisely stated and reasonable in number, with a minimum of four. They may include cognitive (knowledge), affective (attitudinal, emotional or valuing behaviors) and psychomotor (physical) skills.

These outcomes should state unambiguously what the student intends to accomplish. They should identify the competency or skills expected at the completion of the course or internship. Outcomes are commonly phrased as “to describe, or explain, to solve, to construct, to define, to classify, to compose, to design, to identify, to analyze, to discover.” “To learn” or “to understand” is not an objective, but the means to achieve it.

**Examples:**
Incorrect - - to learn about graphic design in a professional business setting.

Correct - - To be able to develop professional graphic design projects for a business client.

Incorrect - - to know how to write a grant proposal.

Correct - - To be able to utilize technical terminology and gather statistics and facts that are necessary for the appropriate completion and submission of a grant proposal.

**Learning Methods and Materials**
These should be consistent with the outcomes. They may be texts, equipment, periodicals, software, manuals, travel, reading lists, research guides, projects, or trips to laboratories or libraries.

**Evaluation Methods**
The student and faculty sponsor and site supervisor must have a clear understanding of how each completed objective will be evaluated and a grade determined. Exams, essays, research papers, reports, self-studies, demonstrations,
presentations, job diaries, software or computer programs, creative projects and other methods can be used to document the learning accomplished.

CREDIT
Academic credit will depend on the learning experience as compared to a typical college class. More credit requires more work, more evaluation.

In the case of an internship, the rule of thumb is one hour of internship = 35-40 hours of participation or work “on the job.” The maximum number of credits for one internship is six. Credit is, however, never for time spent, but for goals achieved.
We hope your contract or internship experience is a gratifying one!

RESPONSIBILITIES

The Student will:
- Achieve all learning outcomes to the best of his/her ability.
- Notify the Academic Services Registrar of the need to terminate/change the contract.
- Maintain standards of professional excellence: promptness, initiative, dependability.
- Complete and return all forms and assignments due the faculty sponsor, the site supervisor, and experiential learning coordinator.

The Faculty Sponsor will:
- Review the student’s proposal, and in consultation with the student, establish learning outcomes and methods of evaluations.
- Maintain contact with the experiential learning coordinator, and consider the site supervisor’s written evaluation in determining a final grade.
- Internships of six hours require that the faculty sponsor check on the student’s progress at least three times during the internship. This may be through the student, experiential learning coordinator, and/or site supervisor.
- Make a final evaluation of the student’s performance and submit this grade to the Registrar.

The Site Supervisor will:
- Assist in preparation of the internship by clarifying the duties of the position and the qualifications required and orient the student to company or agency policy and methods of operation.
- Assume direction of the student while she/he is on the internship, providing supervision in performance of the tasks described in the agreement.
- Provide reports on the student’s progress and provide post-internship evaluation for the student, experiential learning coordinator, and the faculty sponsor.

The Office of Academic Services will:
- Keep all records related to the student’s internship.
- Provide assistance in solving problems related to the successful completion of the course of study or internship.
- Clarify the relationship between classroom and individualized learning and assist the student in creating a meaningful internship.

The Experiential Learning Coordinator will:
- Act as a liaison between WV Wesleyan, student, faculty, site supervisor/employing agency.
- Continuously communicate with the student to review the student’s progress on the internship.
- Provide assistance in solving problems related to the successful completion of the course of study or internship.
- Maintain communication with the faculty sponsor on the progress, performance, and overall evaluation of the internship.
Title of Internship ____________________________________________________________

Contract Period From: ____________________________ To: ____________________________ Year: ____________
(Month Date) (Month Date)

Student Name: ____________________________________________________________ Student #: __________

Number of Cumulative Hours Earned: ____________ Major(s): _______________________

Minor(s): ________________________________________________________________

College Address __________________________________________________________ Box # _________ Phone _____________

Address During Internship Period: _____________________________________________ Phone: _____________ Email: ____________________

INTERNSHIP PLACEMENT:

Name of Company or Agency: _________________________________________________

Address of Company or Agency: ______________________________________________

Site Supervisor: ____________________________ Phone _____________ Email _____________

Faculty Sponsor: ____________________________ Box # _________ Email _____________

ACADEMIC RECORD AND CREDIT INFORMATION:

Credits to be Earned ________________ Indicate Level ☐ Undergraduate ☐ Graduate
If this is a directed study (catalog course), give code and # ________________________.
Note: Failure to indicate appropriate course number may result in credit not aligning with preferred course. Consult with faculty sponsor to ensure correct code.
If this is an independent study, indicate level of course (100, 200, 300, etc.) ______________.
I wish these hours of Independent Study/Directed Study/Internship to be applied to my academic record as credits in:

Major: ___________ Minor: ___________ Exploratory: ___________ (outside major/minor--three hour limit)

SIGNATURES: (Note, all signatories must review internship contract prior to granting approval.)

Student: ____________________________________________ Date: __________

Faculty Sponsor: ____________________________________________ Date: __________

Site Supervisor: ____________________________________________ Date: __________

School Director: ____________________________________________ Date: __________

Experiential Learning Coordinator (undergrads only): ____________________________ Date: __________

Academic Services Registrar: ____________________________ Date: __________

(Undergraduates, please submit this complete form to the Experiential Learning Coordinator in the Student Success Center. It will be submitted to Academic Services for final approval after that time.)
INTERNSHIP CONTRACT FORM
SEE GUIDE ABOVE FOR DIRECTIONS- MUST BE TYPED

Learning Outcomes (minimum of 4, please attach any additional outcomes):

1) ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

2) ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

3) ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

4) ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

Learning Materials and Methods:

• ____________________________________________________________________________________
• ____________________________________________________________________________________
• ____________________________________________________________________________________
• ____________________________________________________________________________________

Evaluation Methods:

• ____________________________________________________________________________________
• ____________________________________________________________________________________
• ____________________________________________________________________________________
• ____________________________________________________________________________________