



STUDENT AND FACULTY GUIDE TO INTERNSHIPS

Individualized Instruction is a part of West Virginia Wesleyan's academic program, directed by the Office of the Registrar.

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

- The student must have at least sophomore standing.
- A minimum of a GPA of 2.0
- Internships must justify academic credit. An internship must be a learning alternative to the classroom, not just work.
- Retroactive credit is not possible and will not be applied.
- The completed Application for Internship must be submitted for final approval through the 12twenty portal to the Office of the Registrar prior to registration for the semester.
- Any internship site that requires an Affiliation/Articulation Agreement must be submitted to the Registrar's Office two weeks prior to registration of classes. This document will be reviewed by the Office of the Registrar and the Director of Experiential Learning before any agreement is approved or an agreement is made.
- 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 Provost.
- No more than 15 hours of Individualized Instruction (internships, directed study, and independent study) shall be applied toward graduation.
- 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.
- Volunteer/community service that satisfies requirements for scholarship funds cannot be considered individualized instruction or internships.
- Any internship of four or more academic credits requires a more intensive research structure in the contract and plan.
- Waiver of any of the above requirements is at the discretion of the Provost.



STEPS FOR DEVELOPING AN INTERNSHIP

- Communicate with the faculty sponsor to discuss the possibility of an internship.
- Communicate with the site supervisor to discuss the specifics of the internship.
- Draft a preliminary proposal of the internship, establishing clear learning outcomes and methods of evaluating those outcomes.
- With the help of the faculty sponsor, complete the plan of study. The form should be submitted through the WVWC 12twenty “Experiential Learning” portal: <https://wvwc.12twenty.com>.
- Secure all necessary approvals (Faculty Sponsor, Site Supervisor, Director of Experiential Learning, and Registrar) utilizing the online portal. Internships without appropriate signatures will not be accepted by the Registrar’s Office or the Director of Experiential Learning. It is the responsibility of the student. Plan accordingly with application submission deadlines.
- Enroll in the appropriate number of hours for the internship.
- Completed form will go to the Director of Experiential Learning and Office of the Registrar. It will be reviewed by the Registrar; it may be returned for revision or approved as submitted.
- Final approval notification will come from the Director of Experiential Learning.
- Student is responsible for tracking hours through the 12twenty portal in order to meet requirements.
- Upon completion of internship, both the student and Site Supervisor will complete online evaluations. These will be sent from the Experiential Learning Coordinator.

HOW TO WRITE YOUR INDIVIDUALIZED INSTRUCTION OR INTERNSHIP CONTRACT

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 should be developed with the help of your Faculty Sponsor. Learning outcomes give direction to the course of 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 - developing professional graphic design projects for a business client.

Incorrect - to know how to write a grant proposal.

Correct - utilizing 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, 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 and more evaluation.

In the case of an internship, the rule of thumb is one credit 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.
- Maintain standards of professional excellence: promptness, initiative, dependability, etc.
- Complete and return all forms and assignments due the faculty sponsor, the site supervisor, and Director of Experiential Learning.
- Provide a record of hours completed with the faculty sponsor. Failure to provide time record and other supplemental assignments could result in a failing grade.
- Contact the Director of Experiential Learning in the Student Success Center (ssc@wwwc.edu) or Office of the Registrar (registrar@wwwc.edu) if there is an issue or concern that arises during the internship experience.



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 Director of Experiential Learning, 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 Office of the Registrar upon review of the Site Supervisor's evaluation.

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 post-internship evaluation for the student, Director of Experiential Learning, and the faculty sponsor.
- Refer to the approval memo and contact the Director of Experiential Learning in the Student Success Center (ssc@wvwc.edu) or Office of the Registrar(registrar@wvwc.edu) if there is an issue or concern that arises during the internship experience.

The Office of the Registrar 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 Director of Experiential Learning will:

- Act as a liaison between WV Wesleyan, student, faculty, site supervisor/employing agency.
- Provide assistance in solving problems related to the successful completion of the course of study or internship.
- Be accessible to the faculty sponsor and student regarding the progress, performance, and overall evaluation of the internship.
- Provide a mechanism of communication for the site, should any issue or concern arise during the internship.

The College:

- West Virginia Wesleyan College does not discriminate on the basis of race, sex, color, national or ethnic origin, creed, ancestry, marital/family status, veteran status, sexual orientation, gender, gender identity, gender expression, pregnancy, religion, age, disability or blindness, or any other characteristic. We extend this support to students completing internship experiences beyond campus. Please contact the Title IX Coordinator (titleix@wvwc.edu) or a responsible employee of the College, such as the Office of the Registrar or Student Success Center staff, should a concern arise during an internship.