INTERNERNSHIP INFORMATION FOR FACULTY MODERATORS

If you have questions about the policies below, please call the Office of Experiential Learning & Community Engagement (ELCE), at 320-363-5799. You can also email Laura Hammond, Assistant Director at lhammond@csbsju.edu or contact Katie Vogel, Office Coordinator at kvogel@csbsju.edu.

I. COMMUNICATION

- Please provide ELCE with information on how to contact you, especially during the Summer Term. Contact information submitted should include: mailing address, phone number, and email. Lastly, please include any times during the semester and/or summer term when you will be unavailable for student contact.
- ELCE hours, during the academic year and summer months, are 8:00 a.m. to 4:30 p.m., Monday through Friday.

II. Internship Requirements, Reports, and Evaluations:

- Throughout the semester, interns are expected to submit various reports and evaluations to ELCE. They include the following:
  - First Report (waived for Global Business Leadership and Accounting/Finance interns in lieu of weekly Moodle Posts)
  - Second Report (waived for Global Business Leadership and Accounting/Finance interns in lieu of weekly Moodle Posts)
  - Joint Student/Supervisor Mid-Term Report
  - Final Intern Self-Evaluation
  - Final Supervisor Evaluation of Intern
- These reports are available for students and their site supervisors to complete here.
- Once ELCE has received and filed these reports from students and site supervisors, they will be forwarded to you for your consideration when determining an intern's grade.
- Based on the number of credits they hope to earn, academic interns are required to spend a minimum amount of hours at their internship site. The Registrar's Office has provided the following guidelines for internship hours requirements broken down per week based on the term students have registered for credits. Please note that typical internships during the academic year span a 16-week period, while the summer term covers a 12-week timespan. If you have approved an internship that deviates from these guidelines, written or email documentation must be provided to Katie Vogel or Laura Hammond.

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<th># Credits</th>
<th>Total Req. Hrs.</th>
<th>Fall/Spring (16 weeks long) Hrs./wk.</th>
<th>Summer (12 weeks) Hrs./wk.</th>
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III. SITE VISITS/CONFERENCE CALLS

- Faculty who drive their own car to a site visit will be reimbursed for mileage at the rate of 56.5 cents per mile within a 150-mile round trip radius of CSB/SJU. For site visits at distances over 150-miles round trip, please see guidelines below regarding the use of telephone or web-based means of communication.
  - To request mileage reimbursement for site visits conducted, please complete a CSB Travel Reimbursement Form, which can be found on the CSB Business Office’s SharePoint Site or here.
    - Once completed, forms should be submitted via email to kvogel@csbsju.edu or sent through campus mail to the attention of Katie Vogel in the Office of Experiential Learning & Community Engagement (HAB 105). Please be sure to include the date of all site visits, the student's/students’ name(s), total miles, starting point(s) and destination(s), and your signature. Itemized receipts for parking, meals, etc. must accompany the form.
  - Limited funds are available to support meal expenses for day-long site visits. These funds are intended for meal reimbursement for the faculty moderator only (unless pre-authorized by Laura Hammond prior to the site visit). If permission is granted, itemized receipts must be submitted along with the CSB Travel Reimbursement Form to Katie via email or campus mail.
    - Please note: The Office of Experiential Learning & Community Engagement cannot honor the per diem rates. Itemized receipts are required for any expenses to be reimbursed.
  - Overnight stays related to site visits are strongly discouraged. Lodging reimbursements must be pre-authorized by Laura Hammond prior to the site visit. If permission is granted, itemized receipts must be turned in via email or campus mail along with the CSB Travel Reimbursement Form to Katie Vogel.

- When site visit locations are further than the 150-mile round-trip guideline, the use of web-based technology (such as Skype or Google Chat) is encouraged. However, if this is not possible, long-distance phone calls to interns and their site supervisors charged to your personal phone will be reimbursed.
  - For reimbursement of long-distance phone calls on your personal phone, a copy of the phone bill and explanation of charges should be mailed to Katie Vogel.
  - Where possible, students should be encouraged to provide faculty moderator’s with a phone number at their site where they and their site supervisor can utilize speaker-phone capabilities. To avoid internship sites incurring long-distance costs, moderators are asked to please initiate the call and use on-campus phones in these situations.
  - If you do not wish to use a personal phone and neither web-based technology nor speaker phone options are available to you, conference call capabilities are available for completion of the site visit via teleconference. Directions to set up a conference call are as follows:
    1. At the pre-determined time you have selected, have everyone call toll-free into 1-866-244-8528.
    2. Below you will find the necessary information to proceed with the phone call for 3 people or more.
      - Conference ID: 6363179
        Host Passcode: 7613924 (for individual hosting conference call only!)
        Participant Passcode: 761392 (for all other participants)
    3. Phone calls for just two individuals should not use the conference call setup above. Rather, please connect directly.

**Please note, the Office of Experiential Learning & Community Engagement will be charged $0.05 per minute, per line calling in for the site visit. We ask that you use this resource with discretion.

IV. FACULTY STIPEND PAYMENTS/GRADE REPORTS

- Individual learning projects and internships are an important part of the education process. In addition to normal course assignments, faculty members are expected to be responsible for such teaching from time to time. However, no faculty member need be responsible for more than three concurrent individual learning projects and/or internships without a corresponding reduction of other duties.
  - Payment requests for moderating more than three internships, for the academic year only, should be submitted to Dave Lyndgaard, Associate Academic Dean, or through the Department Chair. Please check with your department regarding this policy.
- During the Summer Term, faculty moderators are paid a stipend after a grade has been submitted for each student’s internship. The pay schedule for summer internships is as follows:
  - $300 per student for 1-4 credit internships, $400 per student for 5-12 credit internships
For prompt payment, please submit a letter or “S/U” grade for all interns by the Registrar’s summer deadline. The Registrar will submit authorization for payment to the Business Office in August and stipends should appear on your first paycheck in September.

V. OTHER ITEMS

- If you have questions or concerns about student internships, please don’t hesitate to contact us via phone or email. We appreciate your collaborative efforts and support of student learning through the Internship Program!
- Please note that Spring 2013 Learning Contracts (and all future contracts) will be processed through Forms Manager. All information will be entered and verified through this on-line system.