

CSB/SJU Academic Internship Definitions for Academic Curriculum Committee Review

I. Academic Internship Definition: Usually DEPT 397

The CSB/SJU internship experience is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students earn academic credit in various departments across the disciplines offered for study at CSB/SJU. Academic (for-credit) internships are a work/learning arrangement and constitute a three-way partnership between CSB/SJU, the host organization, and the student intern. The internship is usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. **An integral component of the experience, which distinguishes it from other types of work, is one or more forms of structured and deliberate reflection contained within the required internship learning contract's goals and objectives.**

--adapted from Michael True's Internship-Net listserv definition created in April/May 2010.

A. On-Site Component. Academic internships at CSB/SJU would require students to complete a minimum of 40 hours on-site over the course of at least four weeks with increasing hours required on-site as credit hours increase (see Table 1 below). It is up to each academic department, under the purview of department chairs and faculty moderators, to determine whether or not minimum institutional policies are appropriate and/or allowed for credit-bearing internships within their discipline (or if requirements would need to be expanded). Further, institutional and department-specific guidelines for internships must frame experiences that continue to incorporate the learning objectives below, which were created and approved for the "Experiential Learning" (EL) Designation by the Common Curriculum Committee. Lastly, students are also advised to check with their internship host organization to identify whether or not they will be required to complete more than the 40 hours over four weeks minimum required to earn one credit at CSB/SJU.

B. Academic Component. Students seeking academic internship credit must be able to demonstrate what they have learned at the internship site through complimentary academic work (a.k.a. the "strategies for evaluation of learning," which should be outlined on their Learning Contract). Faculty moderators should assign strategies for evaluation of learning that are both fitting within their academic discipline, as well as appropriate for the number of credits sought. Academic work should increase as credit hours increase. **It should be noted that typical internships are registered for academic credit in the amount ranging from 1-4 credits.** To align academic internships with EL Designation requirements, strategies for evaluation of learning must minimally include either a weekly reflective journal or a final paper, as well as a site visit and internship reports outlined by the [XPD - Experience and Professional Development](#). Faculty members may assign both a journal and a final paper or other means of evaluation that could include: an annotated bibliography, portfolio, final presentation, regular meetings with faculty moderator, required readings, etc.

Learning Objective #1: Student will demonstrate the ability to integrate and apply knowledge and skills gained from one or more courses.

Learning Objective #2: Student will demonstrate specific ways in which the internship activities deepen their understanding of the knowledge and skills gained through traditional course work.

II. Table 1. Revised Institutional Standards and Guidelines for On-Site Hours and Means of Evaluation Related to Academic Internships

Number of Credits	Minimum Total Hours On-Site	Minimum Internship Duration (Weeks)	Minimum Academic Component (see strategies for evaluation of learning) * <i>Academic minimums are only outlined only at the most common credit intervals. However, it is assumed that faculty will assign additional coursework as credits increase without specific details outlined.</i>
1	40	4	Weekly journal or final, reflective paper
2	80	4	
3	120	4	
4	160	4	Weekly journals, academic paper (6-10 pages, citing peer-reviewed sources) or discipline appropriate assignment and final reflective paper
5	200	5	
6	240	6	
7	280	7	
8	320	8	Weekly journals, academic paper (6-10 pages, citing peer-reviewed sources) or discipline appropriate assignment, final reflective paper, and a second, larger project (e.g., another academic paper, presentation or portfolio)

**These are Academic Curriculum Committee approved guidelines, students should consult with their faculty moderator for specific assignments.*

****Please note:** *Academic internships over eight credits are rare and the workload for such an internship would require correspondingly more hours of on-site and academic work. The terms of an 8+ credit internship will have to be negotiated with the sponsoring academic department and XPD - Experience and Professional Development.*

Please Note: Reflection is a critical component of and best practice that should be incorporated in all experiential learning endeavors. XPD has created structured, online reports available to academic interns [online](#) that capture key reflection points throughout their internship. Submitted online by students, these reports are emailed to faculty moderators, and tracked by XPD via OneDrive spreadsheets. Timelines for each report are outlined below.

- First Report: within the first month, or where shorter duration, within the first two weeks
- Mid-Term: Half-way through the experience
- Site Visit: Half-way through the experience
- Final Self: Before the end of experience
- Final Supervisor: Before the end of experience