

ACADEMIC INTERNSHIPS: INFORMATION FOR FACULTY MODERATORS

If you have questions about the policies outlined below, please call the XPD - Experience and Professional Development Office, at **320-363-5707**. You can also email [Laura Hammond](mailto:laura.hammond@stjohnsbenedict.edu), Associate Director of XPD.

I. Ongoing Communication

- XPD staff and student employees are here to support you! Office hours during the academic year are 8:00 a.m. to 4:30 p.m., Monday through Friday. Summer hours are typically held Tuesday through Thursday, 8:00 a.m. to 4:30 p.m.

II. Internship Requirements and Reports:

- **Requirements:** 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 and the Academic Curriculum Committee provided the following guidelines for internship hours requirements (broken down per week based on the term students have registered for credits). Please note that internships should be, at minimum, one month in duration, but semester-long or summer-long experiences are encouraged. If you have approved an internship that deviates from these guidelines, written or email documentation must be provided to Laura Hammond.

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 BOTH 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.

- **Reports:** Throughout the semester, interns are expected to submit various reports and evaluations to XPD. They include the following:
 - First Report (*waived for Global Business Leadership and Accounting/Finance interns in lieu of weekly Canvas Posts*), typically submitted within the first month of the experience.
 - Joint Student/Supervisor Mid-Term Report, typically submitted half-way through the experience.
 - Final Intern Self-Evaluation, typically submitted on/before the last day at the internship site.
 - Final Supervisor Evaluation of Intern, typically submitted on/before the last day of the internship.

- Reports are available for students and their site supervisors to complete [here](#). Once XPD has received and documented these reports, they will be forwarded via email for your consideration when determining an intern's grade. You'll also receive a OneDrive link at the start of the term, so you can readily access and track report completion.

III. **Site Visits/Conference Calls**

- CSB/SJU has fully integrated Zoom technology as an effective pedagogical and meeting facilitation tool. Related, XPD will emphasize the use of Zoom for internship site visits and will no longer reimburse for costs associated with in-person meetings (effective January 1, 2020). While we recognize technology does not replace face-to-face-conversations, Zoom can be used to create high quality partner connections in support of student learning.
 - If you need assistance with Zoom, please contact the IT Help Desk at ext. #2228
 - Where possible, students should provide faculty moderators with a phone number at their site, where they and their site supervisor can utilize speakerphone capabilities in case of technology issues.

IV. Faculty Stipend/Payments and Grade Reports: In addition to normal course assignments, faculty mentorship of individual learning projects and internships are an important part of the educational process.

- **During the academic year**, 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 for approval to Academic Affairs [through this online form](#).** For questions, please contact [Kenny Bechtold](#), Senior Budget Analyst, as well as consult with your department chair and/or review any departmental policies.
- **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 grading deadline. The Registrar will submit authorization for payment to the Business Office and stipends should appear on your paycheck early in the fall term.

If you have questions or concerns about student internships, please contact XPD via phone (320-363-5707) or email (lhammond@csbsju.edu). We appreciate your collaborative efforts and support of student learning through the Academic Internship Program!