### Summer 2023 Internship Policies

#### Registration Information
- Priority registration should be completed online by May 8th. The final deadline is **May 30th**.
- Please note, summer interns cannot register using Banner. You must complete the form linked to register.
- Students are required to complete the Legal and Professional Issues session online before or during their first week using this link.

#### Flexible Academic Internships
- Students can register for either virtual or in-person internships. Hosts and interns are strongly encouraged to discuss and outline workplace safety protocols that align with current public health guidelines.

#### Contact with Faculty
- Interns should make arrangements to maintain contact with their faculty moderator(s) during their internship, including phone numbers, email addresses, Zoom usernames, and/or vacation or travel dates for either party.

#### Virtual Site Visits / Conference Calls
- Virtual site visits or conference calls are suggested for all summer interns and should be completed by **July 14th**, or near the halfway point of the internship, if possible.
- Refer to the "Reports and Evaluations" site for more information about site visits and other internship-related reports.

#### Dropping an Internship
- The deadline for a permanent drop of an internship is June 15th.
- For students who withdraw before **July 15th**, a W will be recorded on their transcript.
- Before dropping an internship, students must inform their faculty moderator(s) and the Senior Associate Director of XPD in writing.

#### Tuition
- Tuition for summer internships will be billed to Student Accounts on May 15th and payable by **June 10th**. The cost per credit is $708 for CSB and SJU students.

#### Duration Requirements
- Standard start and end dates for summer internships are May 30th - August 11th. Duration, on-site hours, and academic minimums are outlined below.

<table>
<thead>
<tr>
<th># of Credits</th>
<th>Minimum Required on-Site</th>
<th>Minimum Duration (Weeks)</th>
<th>Minimum Academic Requirements (Evaluation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40</td>
<td>4</td>
<td>Weekly journal or final, reflecton paper</td>
</tr>
<tr>
<td>2</td>
<td>80</td>
<td>4</td>
<td></td>
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<tr>
<td>3</td>
<td>120</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>160</td>
<td>4</td>
<td>Weekly journals, academic paper (6-10 pgs, citing peer-reviewed sources) or discipline appropriate assignment, and final reflective paper.</td>
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<tr>
<td>5</td>
<td>200</td>
<td>5</td>
<td></td>
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<tr>
<td>6</td>
<td>240</td>
<td>6</td>
<td></td>
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<tr>
<td>7</td>
<td>280</td>
<td>7</td>
<td></td>
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<tr>
<td>8</td>
<td>320</td>
<td>8</td>
<td>Weekly journals, academic paper (6-10 pgs, citing peer-reviewed sources) or discipline appropriate assignment, final reflective paper, and a second, larger project (e.g. another academic paper, presentation, or portfolio)</td>
</tr>
</tbody>
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**Clemens Library | (320) 363–5707**
**Open Monday - Friday | 8:30 a.m. - 4:30 p.m.**
**www.csbsju.edu/xpd**