Summer 2024
Internship Policies

Registration Information
- Priority registration should be completed online by May 10th. The final deadline is May 28th.
- 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 12th, 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 $732 for CSB and SJU students.

Duration Requirements
- Standard start and end dates for summer internships are May 21st - August 9th. 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, reflection paper</td>
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<tr>
<td>2</td>
<td>80</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>120</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>4</td>
<td>160</td>
<td>4</td>
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<tr>
<td>5</td>
<td>200</td>
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<td>6</td>
<td>240</td>
<td>6</td>
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<td>7</td>
<td>280</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>
</table>

Clemens Library | (320) 363-5707
Open Monday – Friday | 8:30 a.m. – 4:30 p.m.
www.csbsju.edu/xpd