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SOUTHWEST MINNESOTA STATE UNIVERSITY

POLICY

INTERNSHIPS

Internships at SMSU are part of community-based learning that offer upper level students a hands-on experience in a professional or career setting for academic credit, in accordance with University policy. Programs and departments shall offer internships in accord with the following guidelines.

A. General Internship Parameters

1. A minimum of one (1) semester credit and a maximum of twelve (12) semester credits may be granted for internships in any given major or program.
2. Internships may be evaluated according to regular grades or credit/no credit, as determined by the program or department.
3. Student interns must have at least a junior standing (minimum of 60 credit hours) or demonstrated competency in their field of study.
4. Internship credits will be awarded on the basis of a minimum of thirty (30) hours of fieldwork (or more) per semester credit received.
5. The Internship Agreement shall be kept on file in the designated department office for at least three years.
6. All internships will be evaluated as determined by the department or program, with oversight by the internship supervisor.
7. General information concerning SMSU internships shall be centrally located in the Office of Career Services. The Office of Career Services shall be responsible for maintaining this registry. Departments or programs offering internships shall be responsible for forwarding current information to this office.
8. The department or program may request assistance from the Office of Career Services for establishing internship opportunities with area businesses and professional organizations.
9. In a timely manner, the faculty supervisory, the on-site evaluation, and the student intern shall sign an Internship Agreement, which outlines mutual responsibilities and expectations for the internship. A copy of the signed Internship Agreement shall be kept on file in a designated department office.
10. Internship sites must be informed, in writing, that all internships are to be conducted in accordance with Title IX with regard to discrimination against any person on the basis of age, sex, race, or creed.
11. Exceptions to these guidelines may be granted upon approval by the SMSU Academic Affairs Committee in conjunction with the Office of the Provost.

B. Departmental Responsibilities

All departments or programs offering internships must have a current internship document on file with the Dean's Office. The internship document shall include the following general information:

1. Learning outcomes, objectives, and requirements of the internship as established by the department.
2. Responsibilities of the student intern, the internship supervisor, and the site evaluator.
3. Department procedures for approving internships.
4. Means of reporting results or accomplishments.
5. Method(s) of assessment.
6. Expectations and procedures of monitoring internship achievements.
7. Name of the current designated departmental internship supervisor.

C. Liability Coverage

The Minnesota Attorney General's Office advises all students on internship to purchase their own professional liability insurance or receive a written certification of coverage from the intern's employer stating that coverage is being provided by the employer.