

## Gettysburg College Policies Regarding Academic Credit for Internship

**Internship:** This term designates an Individualized Study experience that takes place in business, governmental, or professional offices, research laboratories, hospitals, school, libraries, churches or social agencies. The work in which the student engages should be related to an intellectual discipline, must provide a significant learning experience, and must demand analytical examination. The Internship must be under the direct supervision of trained personnel and be advised by a Gettysburg College faculty member. These persons provide evaluation of the student's work at the conclusion of the course. Although an Internship can be undertaken during any term (with special arrangements) most Internships at Gettysburg College will occur during the summer months. (Faculty Legislation, November 14, 1975).

The Internship Program staff will assist students in finding an internship opportunity in which they can work part-time during the school year or full-time during the summer. Internships may be paid or unpaid. Internships for credit are guided by the following policies:

In order to earn a full academic credit for an internship experience, a student must register with the Internship Office and submit an approved Learning Contract to that office.

- The Internship must be in place and the internship approved by the academic department or program before the experience begins, if the student is to receive credit.
- A Learning Contract must be signed by the student, the site supervisor, the faculty sponsor and the appropriate academic department chair or program coordinator.
- To receive a full unit of credit, a student must work a minimum of 160 hours in the internship placement. An academic department or program may establish a higher work expectation.
- As a minimum requirement the intern should submit a goal statement, maintain a daily journal, and complete a substantive analytical paper about the experience as it relates to the academic discipline in which the student is to receive credit. A project may be substituted for a paper, i.e. sculpture/painting or co-author in a scientific journal.
- A student may receive credit for no more than three course units for internships within the graduation unit requirement.

Half-credit internships are also available. These are graded S/U and cannot be applied toward the 32 credit graduation requirement.

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- A Learning Contract must be signed by the student, the site supervisor, the faculty sponsor and the appropriate academic department chair or program coordinator.
- To receive a half unit of credit, a student must work a minimum of 80 hours in the internship placement. An academic department or program may establish a higher work expectation.
- During or upon completion of the internship, the student must complete a written reflection on the internship focusing on the extent to which the internship met the goals stated in the learning contract. The student and faculty sponsor will agree on the form of this reflection.