Faculty Guide

For-Credit Internships

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**Introduction**

An internship is an educational experience in an environment providing field application of a student’s theoretical classroom learning. Internships are arranged for students who wish to undertake a study involving both academic and applied experience and agree to receive a credit commensurate with the scope of the project.

Employers view student internship participation as a very valuable and necessary qualification for getting hired for full-time jobs following graduation. Likewise, graduate admissions representatives claim internship experiences to be an important credential for admission into graduate school programs.

The purpose of this Faculty Internship Guide is to provide faculty members with general information about the internship program at Gettysburg College and to assist faculty in their roles as academic supervisors of student interns. The faculty supervisor’s role, which is central to an academically sound internship program, is described in the following pages.

If you have any questions, please do not hesitate to contact the Center for Career Development at (717) 337-6616.

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Faculty Sponsor Responsibilities

♦ The faculty sponsor will refer all initial student inquiries about finding an internship to the Center for Career Development.

♦ The faculty sponsor will meet with the student to review the guidelines of their department for academic credit internships.

♦ The faculty sponsor will determine how the academic component of a proposed internship relates to the student’s anticipated on-site work.

♦ The faculty sponsor will determine if they feel the practical learning experiences of the internship, done in conjunction with academic requirements, warrant receiving credit. They will instruct the student as to what evidence they require in order to evaluate whether their expectations have been met (e.g. annotated bibliographies, journals, oral reports, research assignments, laboratory reports, performances, art works, etc.)

♦ The faculty sponsor will determine if they want to make a site visit(s).

♦ The faculty sponsor will also determine the amount and type of contact with them that will be required of the student during the internship, and what the student will need to do in order to receive a grade at the end of the internship.

♦ The faculty sponsor will be responsible for completing and approving the academic requirements portion of the on-line learning contract through the Faculty Center in PeopleSoft which details the criteria for which the student can receive academic credit.

♦ The faculty sponsor will be responsible for submitting a grade for the student to the Registrar’s Office at the end of the semester. If the student is participating in a summer internship, s/he will receive credit in the fall semester (or the first semester in residence following study abroad).
Approving an Internship Contract
via the Faculty Center

You will receive an email message indicating that a student has selected you as their faculty sponsor for a credit bearing internship. The message will indicate the name of the organization where the student is doing the internship and what semester the internship will be completed. It is the student’s responsibility to meet with you directly to obtain your approval and to discuss what he/she needs to do in order to obtain credit for the internship.

Once you have met with the student and agreed to serve as a sponsor, please log in to the Faculty Center in PeopleSoft and follow the steps below to complete the faculty portion of the learning contract.

✧ After you have logged in, click on Self Service and Faculty Information; then click on Internships - Faculty access.

✧ When you reach the Faculty - Internships Main page, click on the yellow Search button.

✧ A list of all students you are sponsoring will appear. Locate the student whose internship requires review/approval and click on the yellow Find button.

✧ If you do not see the students name, please click on the arrow beside of “last” to get to additional students.

✧ We encourage faculty members to review the content within the organization and goals tabs prior to completing the information on the academic tab.

Adding Academic Requirements

The Academic Tab is where the faculty sponsor adds the departmental academic requirements which students must complete in order to receive credit for the internship, and assigns a course number for the internship credit.

✧ Anything with an “*” is required.

✧ You must check whether or not you approve the internship course and then click on Save at the bottom of the page in order for the contract to move forward towards completion.
Center for Career Development
Responsibilities

- The Center for Career Development (CCD) will handle the administrative responsibilities of the academic internship program.
- The CCD will work on a regular basis to increase the number of internship site resources for students.
- The CCD will provide a standardized on-line Learning Contract through the Student Center in PeopleSoft, and will provide the students and faculty with resource guides on how to use the system.
- The CCD will coordinate provision of a College liability statement for an organization, if requested.
- The CCD will review and consider affiliation agreements if needed.
- The CCD will make site visits, if requested.
- The CCD will notify the faculty sponsor or appropriate Dean of any reported problem during an internship.
- The CCD will email a standardized evaluation survey to each student’s supervisor and will send a copy of the response to the faculty sponsor and the student at the end of the student’s internship.
- The CCD will transmit all appropriate information to the Registrar’s Office for course registration.
- The CCD will maintain a record of all students, sites, and faculty sponsors who participate in the program each year.
Academic Policies

**Internship:** This term designates an Individualized Study experience that takes place in business, governmental or professional offices, research laboratories, hospitals, schools, 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).*

Center for Career Development staff will provide students with the resources to find 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 academic credit for an internship experience, a student must submit a for-credit internship learning contract through the Student Center in PeopleSoft.
- The Internship must be in place and approved by the academic department or program before the experience begins, if the student is to receive credit. (Please review your specific academic department’s internship policy.)
- The on-line learning contract must be approved by the faculty sponsor, the site supervisor, and the international student advisor (if appropriate).
- The student must read and accept the academic requirements and site expectations after they have been added to the learning contract.
- 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.
- To receive a full unit of credit, a student must work a minimum of 160 hours during the internship. To receive a half unit of credit, a student must work a minimum of 80 hours during the internship. To receive a quarter unit of credit, a student must work a minimum of 40 hours during the internship. An academic department or program may establish a higher work expectation. Half and quarter units of credit may not be combined into a full unit of credit and do not count towards minimum graduation requirements.
- A student may receive credit for no more than three course units for internships.
Internship Course Number Descriptions

Internship course credit shall be numbered according to the type of experience and whether or not it may be counted in the major.

**Full-credit Individualized Study – Internship**

470  Counts towards minimum requirements in a major or minor, graded A-F
471  Counts towards minimum requirements in a major or minor, graded S/U
472  Does not count in minimum requirements for a major or minor, graded A-F
473  Does not count in minimum requirements for a major or minor, graded S/U
474* Summer Internship does not count for minimum requirements for a major or minor without written permission filed in the Registrar's Office, graded A-F
475* Summer Internship does not count for minimum requirements for a major or minor without written permission filed in the Registrar's Office, graded S/U
476  Individualized Study: Health Sciences Capstone Internship, graded A-F
478  Health Sciences Summer Capstone Course, graded A-F

*Summer Internship credit added to the Fall Semester schedule (or the first semester in residence following study abroad) and included in the normal enrollment limit.

**Half-credit Individualized Study – Internship**

477** Does not count towards minimum requirements for graduation (or in a major or minor), graded S/U

**Quarter-credit Mentored Research – Internship for Sciences/Psychology (Fall/Spring Semesters ONLY)**

290** Does not count towards minimum requirements for graduation (or in a major or minor), graded S/U

**Half and quarter units of credit may not be combined into a full unit of credit.