

INTERNSHIPS

A student at Augustana College may take up to 8 credit hours through internship study. In most instances, internships will be conducted in work settings outside the campus, and in all cases, they will relate to the academic major or career objectives of the student involved. All internships must conform to the following general requirements:

1. In contrast to an “independent study”, internships are centered around practical experience. Background reading and ongoing writing projects provide theory for and reflection on the experience. Since internships are designed to meet genuine needs in both public and private sections of society, the projects must first earn the support of the sponsoring agency or individual before the registration process may be completed. An intern must normally have an on-site supervisor in addition to a faculty supervisor. The on-site supervisor will almost without exception be a permanent, full-time employee of the host institution.
2. Under normal conditions, the student must file a Declaration of Intent with the Registrar (forms are available at the Registrar’s Office) at the time of registering for the internship. When registering for an internship, students register by department using either a 395 or 495. The complete Course Proposal form is due approximately two weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim or Summer). Please check the Registrar’s academic calendar for exact due date. The form should be completed as neatly as possible since it will be kept on file, and the student may wish to show it to a prospective employer.
3. All internship proposals will conform to the following guidelines:
 - a. Student standing - Normally, only students with junior, senior, post college or graduate standing will be eligible to take an internship.
 - b. Contact hours required - The experience involves a minimum of 40 hours of field experience for each credit hour earned.
 - c. Reading assignment - A student should have a specific reading assignment that provides theoretical background for the experience.
 - d. Conferences with project director - A minimum of two conferences with the faculty project director are required, pre- and post-conferences. Ideally, there should be an additional conference for every credit hour more than one.
 - e. Writing assignments - The first assignment should record the learning process (journal, log, observation, report, etc.) and the second is a summary paper that helps the intern to reflect on the total internship experience and what was learned.
 - f. Grade - The grade is to be based on a written evaluative report from the field supervisor, faculty observations and/or conferences with the intern, and the quality of the written work submitted by the intern. S-U grading is permissible.
4. While a student may plan to complete an internship over more than one semester, she/he must enroll for the course at the time she/he receives formal approval for it. This enrollment may be considered as one of a student’s regular courses or as an overload. If added as an overload, regular tuition charges for overload must be paid. A student may withdraw from the internship study project without penalty, but with no refund of tuition.
5. An internship should be a new experience based on a definite educational goal. Therefore, a student should not obtain internship credit for what is a regular job, part- or full-time, which was held prior to the internship unless new and different responsibilities are assumed. It is permissible for the intern to receive pay during the internship.

PLEASE SAVE THIS INSTRUCTION SHEET FOR YOUR REFERENCE

**INTERNSHIPS
DECLARATION OF INTENT**

Name: _____ I.D. Number: _____

Student Classification: (Please circle) Fr So Jr Sr Post College Grad Date: _____

Term of Registration: Fall _____ Interim _____ Spring _____ Summer _____ Year _____

Dept./Course No: _____ Semester Credit Hours: _____

Briefly describe the proposed project:

The above student has my preliminary approval to engage in this internship.

_____ Academic Advisor Date: _____

_____ Internship Advisor Date: _____

Instructions: Please submit this Declaration of Intent form when registering for the term in which the project will begin. The completed formal Course Proposal (attached) can be submitted later if you need to obtain additional details about your internship. The Course Proposal form is due approximately three weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim and Summer). Check due dates on each term's academic calendar.

**AUGUSTANA COLLEGE
INTERNSHIP LEARNING EXPERIENCE
COURSE PROPOSAL**

Name _____ I.D. Number: _____

Student Classification: (Please circle) Fr So Jr Sr Post College Grad Date: _____

Check one: Internship on campus _____ Internship off campus _____

Term of Registration: Fall _____ Interim _____ Spring _____ Summer _____ Year _____

Department/Course No: _____ Semester Credit Hours: _____

Descriptive Title:

Agency Supervisor's Name: _____

Position: _____

Company/Agency/Department: _____

Telephone Number: _____

Address: _____

1. **DESCRIPTION** - Attach to this form a one or two-page typed description of the proposed Internship Learning Experience. Include a description of the setting for the internship, the project advisor's position, a synopsis of your particular project, and the relationship of the internship to your career objective or academic major.

The following answers may be placed on a separate sheet and attached to this form if you are using a word processor:

2. **GOALS** - What are the goals of this proposed Internship Learning Experience?

3. **ACTIVITIES** - What activities do you plan to use to achieve each of your goals? (Be sure to relate each activity to a specific goal.)

4. **BACKGROUND READING** -List book chapters, articles, materials, or other readings assigned as preparation for this internship to provide theoretical background for your experiential learning:

5. **WRITTEN EXERCISES** - List the written exercises which will be a part of the internship. (Be sure to include the writing assignment you will do to record the daily learning process, as well as your summary paper which reflects on your total experience.)

6. **GRADE** - Upon what basis will your grade be determined? (To be completed by the Internship Advisor.)

7. **GRADING SYSTEM** (Check one) _____ S-U _____ ABCDF

Student Signature _____ Date: _____

Academic Advisor _____ Date: _____

Faculty Internship Advisor _____ Date: _____

Associate Academic Dean _____ Date: _____

Normally, this form must be filed with the Registrar approximately three weeks after the Fall or Spring semester begins (or by the end of the 5th class day for Interim and Summer.)