Student Guide to Credit Internships (XLP)

An internship is a structured and supervised professional experience for which a student has intentional personal, professional, and academic learning objectives, reflects actively on what he or she is learning, and receives academic credit. An internship satisfies the Experiential Learning Project (XLP) requirement.

For Fall 2020, all internships must be experienced in a virtual environment.

If you need help in obtaining an internship
- Make an appointment with Career and Post-Graduate Development staff to develop a strategy for identifying and applying for potential internships.
- Use your network of family, friends, classmates, faculty, former employers, and others to help you with ideas for possible internships.
- Use the online resources available including Handshake. Check out the CPD website (www.ursinus.edu/career) for links to listings of previous internship sites and additional resources.

The Four Steps to Receiving Credit

1. Meet with UC faculty internship advisor and register for credit internship.
2. Begin the online Internship Learning Agreement (ILA) form
3. Complete the Internship PREP course in Canvas
4. Complete the CPD evaluation, including post-reflection in the final step of the online ILA form

1. Faculty Approval and Departmental Requirements

Secure a UC faculty internship advisor from the department in which your internship will be conducted. The UC faculty internship advisor and student work collaboratively to identify goals of the internship, desired learning outcomes, Quest reflection questions, and any specific project or activity required to enable the UC faculty internship advisor to issue a grade. This information must be agreed upon and entered into your online Internship Learning Agreement (ILA).

Department requirements may include:
- a journal or daily log recording activities and hours
- scheduled meetings with the UC faculty internship advisor
- a final research paper or other visible product such as a portfolio or video
- a public oral presentation of results

Ursinus Academic Requirements

You can enroll in an internship if you meet the following qualifications:
- Junior or senior status and have completed three courses within the department that administers the internship, or permission of the UC faculty internship advisor.
- Earned an overall GPA of 2.0.
- Completed virtually unless approved by the Academic Standards and Discipline Committee in fall 2020
- Internship work experiences are substantive and challenging and relate to the student's internship course. No more than 25% of an intern's time should be spent doing clerical work. Opportunities to develop specific skills (i.e. research, writing, computer, and presentation skills) must be available. **Your UC Faculty Internship Advisor will determine whether an internship opportunity meets the standards to qualify for academic credit**.
- A site supervisor provides on-going supervision. The supervision should include regularly scheduled meetings in which the student has opportunities for questions and feedback. The site supervisor must be

a professional in a field related to the student's major. A student's relative may not be involved in supervision.
- The site supervisor provides orientation to the work site and training for specific job duties.
- The internship must take place in a professional setting. In-home settings are not ordinarily acceptable.
- The UC faculty internship advisor must be from the department in which the internship credit will be awarded.
- The UC faculty internship advisor and site supervisor must be different people.
- Four credit internships have a minimum requirement of 160 hours per semester. Three credit internships require a minimum of 120 hours per semester. The number of credits assigned to an internship varies by department.

Exceptions to these standards must be approved by the Academic Standards and Discipline Committee.

Remote Internship Guidelines, fall of 2020

Students are asked to include implementation of the items below in their daily journal/log for review by their UC Faculty Internship Adviser.

Requirements:
- Student interns should communicate regularly with their on-site supervisor through various remote means (including email, online tools like Skype and Zoom, instant messaging, phone conversations, webinars, project management tools, text messaging, etc.) to discuss internship goals, job performance expectations, and to receive coaching.
- Students should communicate with their on-site supervisor in a "live" session once a week, at minimum.
- Student interns should agree upon a definitive time allotment per week and per day for internship activities.
- Student interns engaged in virtual internships should not incur any personal expenses as a result of the internship's "remote" status.

Recommendations:
- Student interns should incorporate synchronous training with their on-site supervisors along with any expected asynchronous activities.
- Student interns should request that their supervisors make a good faith effort to integrate the intern into the organization's work culture. After initial onboarding orientation, this may include client interactions, attendance at select team meetings, use of company tools and resources, opportunities to present work and/or collaborate with other employees, and any other forms of access to other staff members.

Register for the department's credit with the Registrar

Register for the internship class during the course registration period, consult with your Academic Advisor.
- The Academic Catalog lists the number and description for internship courses and prerequisites.
- Students register for a summer internship during the fall registration period.
- Please note to add the course number (**381 or 382**) including an **A** for a fall internship, **B** for a winter, **C** for a spring and **D** for a summer internship. *This indicates when you are actually doing the internship.*

Students must receive permission from the Registrar and/or Dean's office if adding the internship course results in a course overload (above 18 credits) for the semester.

2. Begin the online Internship Learning Agreement (ILA)

The ILA form is located in the student section of the Career and Post-Graduate Development website (www.ursinus.edu/career) under Internships. Review your information for accuracy; special attention should be given to **email addresses to make sure they are correct**. The ILA is a three-part form that relies on the email addresses you enter to function properly. You should **have available all information needed** to complete your ILA **BEFORE** you begin the online form.

When you submit your ILA form, the site supervisor will be sent an email with a link to complete the next portion of the form. Upon completion by the site supervisor, your UC faculty internship advisor will be sent a link to complete the final portion of the form. **Do NOT submit your ILA more than once.** If you encounter a problem submitting your form or need to make a change contact internships@ursinsus.edu.

It is the student's responsibility to monitor the process to be sure all portions of the online ILA have been completed by both the site supervisor and the faculty by the deadline for credit.
Deadlines:

- The second Friday of the fall semester (Fall Internship)
- The second Friday of the spring semester (Spring Internship)

- The second Friday in June (Summer Internship)
- The second Friday in January (Winter Internship)

3. *Complete the Internship PREP course in Canvas*

The curriculum and activities in the Internship PREP course have been specifically designed to support students before they begin their internship. Students are expected to complete the Internship PREP course, preferably **prior to the start of the internship, but no later than two weeks into the internship.**

You will be automatically entered into the course once you've been registered for the internship course with the Registrar. For more information on the course, visit the internship section of the CPD website (www.ursinus.edu/career).

4. *Complete the CPD evaluation, including post-reflection in the final step of the online ILA Form*

Near the end of your internship, you will receive an email from career@ursinus.edu with a link to the evaluation form.

Please be aware that you may not receive a grade from your UC Faculty Internship Advisor until all steps are completed including the post-reflection questions.