

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.

If you need help in obtaining an internship

- Make an appointment with Career and Post-Graduate Development (CPD) 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 Steps to Receiving Credit

1. Meet with UC faculty internship advisor and register for credit internship.
2. Begin the Handshake Experience: Internship Learning Agreement (ILA), including waiver
3. Complete the Internship PREP course in Canvas
4. Complete the mid-term and final evaluations as part of the Experience in Handshake
5. Complete credit-granting department requirements

1. Faculty Approval and Registration

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, learning objectives, Quest reflection questions, and any specific projects or activities required by the department granting credit, to enable the UC faculty internship advisor to issue a grade.

Students should read the internship guidelines posted in the most recent Ursinus College catalog for the qualifications of credit experiences: <https://www.ursinus.edu/academics/catalog/experiential-learning/>
Exceptions to these qualifications must be approved by the Academic Standards and Discipline Committee.

Register for the department's credit with the Registrar

- Register for the internship class during the course registration period, with your Academic Advisor.
- An email needs to be sent by faculty to the Registrar to officially register for this permission-based course.
- The Academic Catalog lists the number and description for internship courses and prerequisites.
- Students register for a summer internship during the fall registration period.
- Students register for a winter internship if participation ends prior to the start of the spring semester.
- 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.*
- Minimum hours: for three-credit internships, 120 hours and for four-credit internships, 160 hours

Special circumstances

- Students must receive permission from the Dean's office if adding the internship course results in a course overload (above 18 credits) for the semester or if the student does not have junior status.
- The UC Faculty Internship Advisor and the on-site supervisor must be two different individuals.
- Students seeking credit for an international internship, not part of Center for International Programs (CIP), must seek prior approval from the Dean's office and CIP, policy details are on the CPD website.

2. Begin the Handshake Experience: UC Internship Learning Agreement (ILA)

The ILA form is in Handshake under the Career Center tab, then the Experience tab. You should **have available all information needed** to complete your ILA **BEFORE** you begin to complete the form. Review your information for accuracy; special attention should be given to **email addresses to make sure they are correct**. The ILA is

a multi-part form that relies on the email addresses you enter to function properly. Students will need to sign off on an internship Assumption of Risk and General Release Required Waiver within the Experience.

Information Needed to complete the Handshake Experience ILA form.

- Organization name, City, and State, name of internship
- Site Supervisor name and email address
- Faculty internship advisor name and email address
- Student information:
 - Ursinus Student ID- found on their ID card, cell phone number, name of Ursinus Dept. granting credit, internship position description, how many credits will you receive for this internship, semester working, semester credit, type of internship (Virtual, in-person, hybrid).
 - Academic, Professional and Personal Learning objectives (approved when meeting with faculty). Addition information on writing learning objective found on page 4 of this handout.
 - Pre-reflection: How will this experience help you answer the question, "What will I do?", in your professional and personal life?
 - Credit-granting Department's requirements (examples: daily journal submitted weekly, 10-page reflective paper, public presentation, advisor-student meetings weekly, etc.)

When you submit your Handshake Experience 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 their portion of the form. **Do NOT submit your Handshake Experience ILA more than once.** Contact CPD at internships@ursinus.edu with questions or concerns.

It is the student's responsibility to monitor the process to be sure all portions of the Handshake Experience ILA have been completed by both the site supervisor and the faculty by the deadline for credit. You can monitor within your Handshake Experience.

Deadlines:

- The second Friday of the fall semester (Fall Internship)
- The second Tuesday 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 evaluations, including post-reflection in the final step of the Handshake Experience ILA form

You will receive two evaluations, one near the middle of the internship experience and one near the end of your internship experience. You will receive emails from **Handshake** with a link to the evaluation forms.

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 in the evaluation forms.

5. Complete credit-granting Department requirements

Contact your UC Faculty Internship Advisor, review the Department website, or contact the Department's Administrative Assistant for the Department's requirements.