

Internship Guidelines

College of Humanities and Social Sciences

General Guidelines

- Eligible students must have at least a sophomore standing and consent of the Faculty Internship Advisor (FIA).
- Students may take 1-4 credits of internship in a semester, with a maximum of 12 credits earned toward graduation.
- Students must work a minimum of 40 hours on site per credit hour.
- Internships may be graded S/U or with a letter grade, as determined by each program.
- Faculty who supervise internships will be compensated.

Student Learning Outcomes

- Specific learning outcomes will be developed by the student in conjunction with the faculty supervisor and recorded on the learning contract. Learning outcomes should in part reflect the learning outcomes of the FIA's program. Each learning outcome will be accompanied by a specific assessment method.

Student Responsibilities

- Students must receive approval for the internship from the FIA prior to the start of the internship.
- Students must fulfill the stipulations of the learning contract.
- Students must procure a Midterm Performance Evaluation of Intern and Final Performance Evaluation of Intern from the onsite supervisor. Both are to be submitted to the FIA.
- Students must complete the Student Evaluation of Internship form and submit it to the dean's office no later than one week after the completion of the internship.
- Students must represent Carroll University and the program in a professional, ethical and responsible manner at all times.

Faculty Internship Advisor (FIA) Responsibilities

- FIAs must ensure an appropriate fit of internship placement for the student.
- FIAs must talk with the onsite supervisors (e.g., phone call, site visit) at least once during the internship experience about how the student is performing.
- FIAs must collect and summarize data from internship experiences to ensure that student, program, college and university goals are being met.
- FIAs Midterm Performance Evaluation of Intern and Final Performance Evaluation of Intern submitted by the onsite supervisor.
- FIAs must provide placement information in a timely fashion to update the college database of internship sites.
- FIAs must make a minimum of two contacts during the internship with the student to discuss the internship experience and to evaluate the quality of the internship experience.
- FIAs must provide 10 hours of contact time to students and onsite supervisors.
- FIAs must collect and submit all forms to the Office of the College of Humanities and Social Sciences in order to be compensated. Please review the *Internship and Independent Study Compensation Information* sheet for guidelines.