

GUIDELINES FOR PREPARING PROPOSALS FOR INTERNSHIP/PRACTICUM COURSES

Please Note: Student Contract/ Agency Agreement--Internships and practica are covered by specific university policies. Please see the information at: <https://provost.uncg.edu/policies-procedures-forms/experiential-learning-opportunities-policy-and-model-agreements/>. Departments are encouraged to make students aware that a second internship experience is not guaranteed.

Any career-related, supervised learning experience of limited duration in which an individual takes on a responsible role in a setting outside the traditional university environment. The setting may be a non-profit organization, a government office, or a private/public, for-profit business. An internship may last for a month, several months, or a year; be paid or voluntary; be taken for academic credit or not; be full-time or part-time. There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following criteria must be applied when making this determination:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

INTERNSHIP/PRACTICUM COURSE: A structured, supervised internship activity related to a student's academic program that provides academic credit. An internship course has specific learning objectives, requires specific projects or assignments, includes supervision by both the employer and a faculty supervisor, and includes periodic and/or a final evaluation of the student and a grade determined by the faculty supervisor with input from the on-site supervisor.

References below are to items in the [CIM Course Form](#). Where specific instructions are not noted here, the general guidelines for any course proposal apply.

Grading method: In addition to indicating whether the course is **letter grade or pass/fail**, indicate here how the grade will be determined by the supervising faculty member. What components will it be based on?

- paper,
- portfolio,
- report from the workplace supervisor,
- performance in a seminar component

Specify credit: Credit for an internship/practicum should be indicated by three digits which show:
Credit hours for the course: hours lecture per week (or 0 if none): hours in the field per week

For example:

1-3:0:3-9 The course can be taken for 1-3 hours credit: there are no lecture hours: hours in the field per week depends on the number of credit hours designated.

6:1:15 The course carries 6 hours credit: there is one on-campus class or meeting per week: there are 15 hours in the field per week.

Refer to the [Course Credit Structure Guide](#) for more information.

Bulletin text description: For the student's information, include information about the campus component (seminar, meetings with faculty coordinator).

Rationale for the course: Describe how the internship or practicum will extend the student's education through practical experience in a field of study and/or enhance her/his career after graduation. Provide a list of possible internship sites. (Please consider the full range of potential sites, including businesses, government agencies, cultural/recreational organizations, religious organizations, civic organizations.)

Essential Course Information: Be sure to include the following:

- Student expectations and assignments: role in arranging the internship, work hours, reading or bibliography assignments, oral or written reports, portfolios, and/or work assessments.
- Topics for internship/practicum, seminars, or meetings with faculty