



The Owen Center
for Academic & Career Support

Undergraduate Internship Program Handbook

Administered by Academic Affairs and the
Owen Academic & Career Support Center
Heidelberg University

Introduction:

The Heidelberg University Undergraduate Internship program provides undergraduate students with the opportunity to apply knowledge obtained through coursework to an on-the-job experience. Internships allow students to develop the knowledge necessary to further their careers. Additionally, internships provide work experience that can enhance credibility in a highly competitive marketplace.

What is an Undergraduate Internship?

An internship will include various off-campus learning experiences taken for undergraduate academic credit. An internship is that component of the educational program that provides an opportunity to enhance the student's intellectual development through the application of knowledge. An internship must include an off-campus supervisor. An internship is not an experience that can be purely observational.

Administrative Coordination of the Undergraduate Internship Program:

The Director of Career Development & Placement is responsible for maintaining all internship program records. The Director of Career Development & Placement provides information on possible internship locations, general guidelines, departmental guidelines, and copies of all necessary forms. Internships are initiated and approved in the department sponsoring and supervising the internship.

Guidelines:

- 1.) Students must review the internship prerequisites in the Undergraduate Catalog to determine eligibility for the Undergraduate Internship Program. Prerequisites are listed in the descriptions for courses numbered 370.
- 2.) It is the student's responsibility to inquire about internship possibilities with either his or her department or the Director of Career Development & Placement.
- 3.) Students must discuss an internship proposal with the Faculty Internship Supervisor prior to registration in order to receive permission to register for internship credit. The Faculty Internship Supervisor, and the registrar will determine whether the intern meets all of the course prerequisites before giving the student permission to register for the internship.
- 4.) Each department has the responsibility for the approval of interns. Students cannot participate in an internship without the approval of a Faculty Supervisor from the department in which he or she plans to receive credit.
- 5.) Internships MUST involve an external agency or individual not employed by Heidelberg University. An Off-Campus Supervisor must be available to guide a student through the internship experience. Any exceptions to this rule must be approved by the Provost.
- 6.) An internship will be viewed as an educational experience. The internship should in no way be viewed as "employment." For more information regarding classification of internships, please see <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>
- 7.) Completed internship learning contracts should be submitted to the Director of Career Development & Placement who will then submit completed documents to the registrar. The internship learning contract is designed to outline the goals the student wishes to achieve during the internship.
- 8.) Internships may be added until the end third week of the Fall Semester to allow for more time to secure necessary signatures. Internships falling under the Spring or Summer semesters must have all necessary internship paperwork in on or before the Add/Drop date unless prior approval is given.

- 9.) A separate internship learning contract is required for each internship experience, even if a student is extending a continuing internship for a second semester.
- 10.) Existing and known agencies, the Faculty Supervisor will call the agency prior to the approval of the internship.
Once the internship begins, the Faculty Supervisor must meet with or call (where distance is prohibitive) the Off-Campus Supervisor to discuss the student's progress.
- 11.) The Director of Career Development & Placement will also maintain contact with the internship site to review progress of the intern. The Director of Career Development & Placement will contact internship sites twice a semester (where distance is prohibitive) or complete a site visit during the midterm period and conclusion of the internship.
- 12.) The external agency has the option of paying the intern. The arrangement to pay or not to pay the intern will have no effect on the approval of the internship. The details of this arrangement will be solely between the student and the external agency.
- 13.) All internships involving an Off-Campus Supervisor must follow the above general rules. Student teaching and the junior year abroad programs are exempt from the above. Other exceptions to these rules must be approved by the Academic Policy Committee
- 14.) An internship may be terminated prematurely for a variety of reasons such as termination by the internship organization, the closing of the internship organization, the intern's decision to change majors or leave Heidelberg, intern illness, family emergency, etc. Withdrawals from an internship will be reviewed on a case-by-case basis by the Faculty Supervisor in consultation with the department chair to determine the appropriate course of action regarding grading, an alternative placement, etc.

Student Eligibility, Credit & Registration:

- 1.) Internships are limited to juniors (56 or more credit hours earned) and seniors in good academic standing (2.0 accumulative GPA or above). Individual departments or internship sites may set higher GPA requirements. Those programs that require additional requirements are listed below:
 - a. Health Science
 - i. Minimum 2.5 GPA
 - ii. Completion of HSC 150, 290
 - b. Psychology
 - i. Minimum 2.0 GPA
 - ii. Successful completion of COM 100, WRI 101, & PSY 209
- 2.) Internship credit can be earned over the course of four or more semesters. No student may count more than 15 hours of internship credit toward graduation.
- 3.) A student must work 40 hours for the internship agency for each hour of credit earned in any semester. For example, to earn 3 hours of internship credit, the student should work a minimum of 120 hours at the internship site in any one semester.
- 4.) Internship credit can be counted toward the number of hours needed to satisfy the number of hours at the 300 level or above for "general education requirements."
- 5.) Internship credit must be received the same semester during which the internship is completed.
- 6.) Internship credit will count as elective credit. In order for an internship to count as part of a major, it must be required of all students within the major.
- 7.) The internship registration course number is 370 in any department

0 Credit Hour Internships:

Zero Credit Hour Internships and Course Load

1. Students who are currently carrying a course load of 18 hours or more are not eligible to participate.
2. Students enrolled in approximately 15 hours or less may work no more than 15 hours per week to ensure that students are able to complete all necessary coursework.

Tracking of Zero Credit Hour Internship Hours:

1. Students will submit completed hours to The Director of Career Development and Placement weekly.
2. Submitted hours will be verified with the off campus supervisor weekly.
3. Should the student complete more than the 15-hour weekly maximum, the internship will not be recognized by the university and therefore will not be listed on the student's transcript.

Evaluation of the Intern:

- 1.) Internships may be taken for a letter grade or as pass/fail credit unless completing a Zero Credit Hour Internship, for which pass/fail grade will only be accepted. Each department determines which of these is appropriate.
- 2.) 0 Credit Hour Internship grading w
- 3.) As part of the evaluation procedure, the student must submit to the Faculty Supervisor a paper, log journal, report, report, portfolio, and/or examples of the work performed. The type of material submitted may vary with the nature of the internship; however, some tangible basis for evaluation is required. The Faculty Supervisor will determine the specific requirements.
- 4.) Faculty Supervisors will hold a review session with each intern, either individually or during a departmental intern session, at the end of each semester to discuss learning outcomes etc.
- 5.) The Director of Career Development & Placement will hold an additional internship review session with each intern at the start of the semester which they will begin interning to discuss professional expectations, as well as career expectations.
- 6.) The Off-Campus Supervisor will provide and supervise the duties to be performed by the student and evaluate the student in writing at the conclusion of the internship. A copy of this evaluation will be sent to both the Faculty Supervisor and the Director of Career Development & Placement.

Internship Expectations:

Undergraduate Student Intern: An undergraduate student intern is a representative of Heidelberg University and therefore is expected to adhere to the following policies and guidelines:

- 1.) Maintain professional behavior and attitude at all times while performing the duties of the internship (including wearing proper attire and using appropriate language). An internship should be viewed as a job.
- 2.) Pay the standard tuition costs associated with the applicable internship credit hours
- 3.) Follow the work schedule agreed upon by the Internship Off-Campus Supervisor and the intern. (Please Note: Interns typically are required to work even when Heidelberg University classes are not in session.)
- 4.) Maintain monthly contact with the Faculty Supervisor through the course of the internship.
- 5.) Submit a copy of the Internship Learning contract to the Director of Career Development & Placement and to the Faculty Supervisor within the required timeframe (please see above).
- 6.) Follow the guidelines established here and those established by the sponsoring agency.

Faculty Supervisor: The Faculty Supervisor must be a full-time instructor employed by Heidelberg University. Faculty Supervisors are expected to adhere to the following policies and guidelines:

- 1.) Help the Student set goals for the internship prior to the start of the internship.
- 2.) Approve the Student's Learning Contract. The Faculty Supervisor should discuss with the Off-Campus Supervisor and the student appropriate responsibilities/goals for the internship.
- 3.) Assure that the student has the required GPA before registering her/him for the class.
- 4.) Confirm that a copy of the completed Internship Learning Contract is submitted to the Director of Career Development & Placement prior to registration.
- 5.) Assist the Student in assessing his/her progress in achieving the goals of the internship through the duration of the internship.
- 6.) Complete a Faculty Supervisor Final Evaluation.

Off-Campus Supervisor: The Off-Campus Supervisor cannot be an employee of Heidelberg University. Off-Campus Supervisors should:

- 1.) Help the Student outline internship responsibilities that align with the developed internship goals as previously outlined with the Faculty Supervisor.
- 2.) Meet at least once per month (preferably more often) with the student to assess their progress in achieving the goals of the internship.
- 3.) Give a progress report on the intern when requested by both the Faculty Supervisor and the Director of Career Development & Placement.
- 4.) Complete a Final Evaluation form and return it to the Faculty Supervisor and the Director of Career Development & Placement.
- 5.) Contact the Faculty Supervisor if any problems or concerns about the Intern arise.

Internship Process Step by Step:

Six Months before Preferred Start of Internship:

- Identify goals for potential internships
- Identify potential internship sites
 - For more information regarding internship site selection, please speak with your faculty advisor and the Director of Career Development & Placement
- Contact of visit potential sites (this is the responsibility of the student).
- Meet with faculty supervisor to discuss potential internship
- Apply! Apply! Apply!

Four Months before Preferred Start of Internship:

- If site has not yet been secured, follow up with sites that you have applied to
- Continue to interview with companies and ensure that you are maintaining clear contact with faculty supervisor as well as Director of Career Development & Placement

Two Months before Preferred Start of Internship:

- Internship Site should be secured
- Meet with Faculty Supervisor to ensure that you are meeting necessary departmental requirements for credit
- Begin completing internship learning contract

One Month before Preferred Start of Internship:

- Submit completed internship learning contract



**OWEN ACADEMIC & CAREER SUPPORT
CENTER UNDERGRADUATE INTERNSHIP
LEARNING CONTRACT**

STUDENT INFORMATION

_____ Semester, 20____

Student _____ Phone _____ Email _____

Major _____

- Please check here if you are an International Student – your internship must comply with your F Visa Status. Please see the university PDSO / DSO official to review compliance requirements prior to submission of this form.*

UNIVERSITY APPROVALS

1. _____ (student name) has or has not completed 56 or more university credit hours and meets the 2.00* cumulative grade point average minimum therefore qualifies to enroll in an internship. ***Please note: some majors may require a higher GPA.**

Registrar _____ Date _____

2. Faculty Supervisor _____ Phone _____

a. Subject Prefix under which Internship is registered: _____

b. Number of Credits: _____ * Regular Grading _____ or Pass/Fail _____

***Please note that you will be billed for credit hours associated with completing an internship for academic credit. A student must work 40 hours for each hour of internship credit.**

c. Date internship will begin: _____

d. Date internship will be completed: _____

(Grade is due in Office of Registrar one week after date of completion.)

STUDENT AGREEMENT

I agree to fulfill the assignment as described on the following page and understand what is required of me, the criteria that will be used for evaluation, and the nature of the grading.

Date _____ Signature _____

PLEASE COMPLETE THE FOLLOWING SECTIONS WITH YOUR FACULTY SUPERVISOR TO THE BEST OF YOUR ABILITY

Internship Goals (relationship of the internship to the student's academic and career program):

Specific Internship Duties:

Anticipated Work Schedule, Days and Times (be as specific as possible):

Reading List (Optional):

Evaluation Procedures and Materials (Percentage of grade based on papers, a log, a journal, reports, etc.):

FACULTY SUPERVISOR AGREEMENT

I approve this student's internship and agree to monitor, evaluate, and assign the final grade certifying the credit for this internship.

Date _____ Signature _____ Title _____

DEPARTMENT CHAIR (or Assistant/Associate Dean)

I approve this internship arrangement between the Faculty Supervisor and Student.

Date _____ Signature _____

CONTACT SCHEDULE

Contact Schedule for Student and Faculty Supervisor:
(At least two contacts during the internship)

_____ (on or before the 8th week of the semester)
Date _____ Time _____

_____ (on or before the 12th week of the semester)
Date _____ Time _____

INTERNSHIP SITE INFORMATION

Heidelberg University – Owen Academic & Career Support Center – 419.448.2194

Student _____ Phone _____ Email _____

Major _____

Company/Agency _____ Phone _____

Off-Campus Supervisor _____ Phone _____

Supervisor Title _____

Address _____

City _____ State _____ Zip _____

Email _____ Fax _____

The internship site is providing a paid or unpaid internship position.

1. Date internship will begin: _____

2. Anticipated Ending Date of Internship: _____

OFF-CAMPUS SUPERVISOR AGREEMENT

I agree to supervise this student in the work described herein and to supply any information as specified to aid the instructor's final evaluation of the student.

Date _____ Signature _____ Title _____

CONTACT SCHEDULE

Contact Schedule for Faculty Supervisor and Off-Campus Supervisor:

(At least two contacts during the internship)

_____ (on or before the 8th week of the semester)
Date _____ Time _____

_____ (on or before the 12th week of the semester)
Date _____ Time _____