

**Undergraduate Internship and Experiential Learning Program Handbook**  
**Administered by the HYPE Career Ready® & Placement Office**  
**Heidelberg University**

**Introduction:**

The Heidelberg University Undergraduate Internship and Experiential Learning program provides undergraduate students with an opportunity to apply knowledge obtained through coursework to an on-the-job experience. Internships and Experiential Learning allow students to develop the knowledge necessary to further their careers. Additionally, internships and experiential learning provide work experience that can enhance credibility in a highly competitive marketplace. Internships and experiential learning can be paid or unpaid. Paid internships and experiential learnings are usually the first to be filled by employers.

**What is Undergraduate Internship or Experiential Learning?**

An internship or experiential learning will include various learning experiences taken for undergraduate academic credit and/or HYPE 400-Level. An internship or experiential learning is that component of the educational program that provides an opportunity to enhance the student's intellectual development through the application of knowledge. Experiential learning can include internships, practicums, externships, and other learning deemed eligible. Experiential learning internships should in no way be viewed as "employment." For more information regarding the classification of internships specifically, please see <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

**Administrative Coordination of the Undergraduate Experiential Learning Program:**

The HYPE Career Ready® and Placement Office is responsible for maintaining most internship and experiential learning program records. The HYPE Career Ready® and Placement Office provides information on possible internship and experiential learning locations, general guidelines, departmental guidelines, and copies of all necessary forms. Experiential learning is initiated and approved in the department sponsoring and supervising experiential learning.

**Guidelines:**

- 1.) Students must review the experiential learning prerequisites in the Undergraduate Catalog to determine eligibility for the Undergraduate Experiential Learning Program. Prerequisites are listed in the descriptions for courses numbered 370, 371, 372, and 360.
- 2.) It is the student's responsibility to inquire about experiential learning possibilities with either the department or the HYPE Career Ready® and Placement Office.
- 3.) If the experiential learning is for academic credit, students must discuss the proposed experience with a Faculty Supervisor. The Faculty Supervisor and the registrar will determine whether the intern meets all of the course prerequisites before giving the student permission to register for experiential learning.
- 4.) For academic internships, students must also receive approval from the department chair. Each department has the responsibility for the approval of interns.

5.) An Off-Campus Supervisor must be available to guide a student through the experiential learning experience. The Provost must approve any exceptions to this rule.

6.) Completed internship and experiential learning contracts should be submitted to the HYPE Career Ready® and Placement Office, or processed through [HYPE Career Connections](#) which will then submit completed documents to the registrar. The experiential learning-contract is designed to outline the goals the student wishes to achieve during-experiential learning.

7.) Experiential Learning may be added up to 5 class dates after the beginning of the Fall and Spring Semesters. Experiential Learning falling under the Summer semester must have all necessary experiential learning paperwork in on or before the Add/Drop date unless prior approval is given.

8.) A separate experiential learning contract is required for each experience, even if a student is extending a continuing experiential learning for a second semester.

9.) The Faculty Supervisor is expected to contact the agency at least two times.

11.) The external agency has the option of paying the experiential learner/intern. The arrangement to pay or not to pay the learner will have no effect on the approval of experiential learning. The details of this arrangement will be solely between the student and the external agency.

12.) Student teaching and the junior year abroad programs are exempt from the above rules, as they have other oversight rules in place. The Undergraduate Academic Policy Committee must approve any other exceptions to these rules.

13.) An experiential learning may be terminated prematurely for a variety of reasons such as termination by the experiential learning organization, the closing of the experiential learning organization, the intern's decision to change majors or leave Heidelberg, intern illness, family emergency, etc. Withdrawals from experiential learning 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.) Academic experiential learnings are limited to juniors (56 or more credit hours earned) and seniors in good academic standing (2.0 cumulative GPA or above). HYPE experiential learnings are available to all students. Individual departments or experiential learning 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.) Experiential learning credit can be earned over the course of four or more semesters. No student may count more than 15 hours of experiential learning credit toward graduation.

3.) A student must work 40 hours for the experiential learning agency for each hour of credit earned in any semester. For example, to earn 3 hours of experiential learning

credit, the student should work a minimum of 120 hours at the experiential learning site in any one semester.

4.) Experiential learning 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.) Experiential learning credit must be received the same semester during which the experiential learning is completed.

6.) Internship credit will count as elective credit. In order for experiential learning to count as part of a major, it must be required of all students within the major.

7.) The experiential learning registration course number is 370 in any department

### **Evaluation of the Intern:**

1.) Academic Internships and Experiential Learning may be taken for a letter grade or as pass/fail credit. Each department determines which of these is appropriate. Internships or Experiential Learning for HYPE credit will be pass/fail.

2.) As part of the evaluation procedure, the student must submit to the Faculty Supervisor a paper, log journal, report, portfolio, and/or examples of the work performed. The type of material submitted may vary with the nature of the experiential learning; however, some tangible basis for evaluation is required. The Faculty Supervisor will determine the specific requirements.

3.) The HYPE Career Ready® and Placement Office will provide a [student experiential learning guide](#) that must be reviewed before beginning the experiential learning.

4.) The Direct Supervisor will provide and supervise the duties to be performed by the student and evaluate the student in writing at the conclusion of the experiential learning. A copy of this evaluation will be available for review in HYPE Career Connections.

### **Internship and Experiential Learning Expectations:**

**Undergraduate Student Intern/Learner:** An undergraduate student experiential learner 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 experiential learning (including wearing proper attire and using appropriate language).

Experiential learning should be viewed as a job.

2.) Pay the standard tuition costs associated with the applicable experiential learning 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 throughout the course of the experiential learning.

5.) Submit a copy of the [Experiential Learning Contract](#) to HYPE Career Connections for approval from the Faculty Supervisor within the required timeframe (please see above).

6.) Follow the guidelines established here and those set by the sponsoring agency.

**Faculty Supervisor:** The Faculty Supervisor must be an 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 experiential learning prior to the start of the experiential learning.
- 2.) Approve the student's Internship and Experiential Learning Contract. The Faculty Supervisor should discuss with the Off-Campus Supervisor and the student appropriate responsibilities/goals for experiential learning.
- 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 and Experiential Learning Contract is submitted to HYPE Career Connections.
- 5.) Assist the student in assessing his/her progress in achieving the goals of the experiential learning through the duration of the experiential learning.

**Off-Campus Supervisor:** Off-Campus Supervisors should:

- 1.) Help the student outline experiential learning responsibilities that align with the developed experiential learning 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 experiential learning.
- 3.) Give a progress report on the intern when requested by both the Faculty Supervisor and the HYPE Career Ready® and Placement Office.
- 4.) Complete a Final Evaluation form.
- 5.) Contact the Faculty Supervisor if any problems or concerns about the Intern arise.

### **Experiential Learning Process Step by Step:**

Six Months before the Preferred Start of the Internship or Experiential Learning:

- Identify goals for potential experiential learning
- Identify potential experiential learning sites

For more information regarding experiential learning site selection, please speak with your faculty advisor and the HYPE Career Ready® and Placement Office.

- Contact or visit potential sites (this is the responsibility of the student).
- Meet with the Faculty Supervisor to discuss potential experiential learning
- Apply! Apply! Apply!

Four Months before the Preferred Start of the Internship or Experiential Learning:

- If a 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 HYPE Career Ready® and Placement Office

Two Months before the Preferred Start of the Internship or Experiential Learning:

- The Internship/Experiential Learning Site should be secured
- Meet with Faculty Supervisor to ensure that you are meeting the necessary departmental requirements for credit
- Begin completing the [Experiential Learning Contract](#)

One Month before the Preferred Start of the Internship:

- Submit completed [Experiential Learning Contract](#)

The [Experiential Learning Contract](#) can be completed on [HYPE Career Connections](#).