

Internship Policy

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I. REASON FOR THIS POLICY

An internship experience is the product of an agreement between Dakota State University and outside cooperating entities to provide students with both educational and practical experience. This policy outlines minimum criteria and expectations for these internship activities. Individual professional programs and/or colleges may have higher or additional criteria for admission to and successful completion of internships.

II. STATEMENT OF POLICY

Students are encouraged to pursue the extension of their studies through internship experience in schools, businesses, or agencies of government. Students are encouraged to seek intern experiences that offer maximum opportunity for professional growth. All internships must be documented by enrollment for the appropriate college credit course. Internships include these academic activities: internships, cooperative education, directed practice, student teaching and various practicums.

III. DEFINITIONS

Not applicable.

IV. PROCEDURES

Each college that sponsors an internship program will identify one or more of its professional employees as an internship coordinator to ensure that each internship meets institutional and college expectations and policies. Primary responsibility for operating and administering internships rests with the identified coordinators.

Students wishing to register for course credit for an internship experience need prior approval from the academic advisor and internship coordinator. It is the responsibility of each intern to be properly registered for the appropriate internship course. Students contemplating internship experiences should plan their schedules in advance with their faculty advisor. Internships will generally coincide with the official calendar of the University, but students may be required to maintain work schedules consistent with the requirements of cooperating entities. Interns will pay the scheduled rate of tuition and appropriate fees plus room and board and any personal and travel expenses necessary.

Individual colleges set the minimum number of on-the-job work hours that must be completed for each academic credit hour earned. Because the work-to-credit hour ratio is relatively high, it is recommended that students earning internship credit be cautious about accepting other employment during the period of the internship so that they can devote their full attention and energy to a successful internship experience.

To qualify for either full-time or part-time internship experience, a student must meet the following minimum requirements:

1. Have the necessary ability, interest, and maturity to competently complete the tasks that will be required in the internship.
2. Have a minimum cumulative grade point average as established by the college, but not less than 2.00, based on course work completed at Dakota State University.
3. Have completed all prerequisites for the internship as determined by the University and the college.

Students may be denied enrollment in an internship if their record would, in the judgement of the university, diminish the likelihood of a successful internship experience. Students who have been denied can appeal through the university academic appeals process outlined in the catalog.

Internship sites and assignments will be approved by the coordinator and, in some cases, may need additional approval by the dean of the respective college. The colleges and Career Services Office will cooperate in the development of internship sites and the placement of students. Internship records shall be maintained in the college offices. Descriptions of internship experiences and employer information shall be maintained in the Career Services Office.

All internship sites and assignments are subject to the following conditions:

1. The internship supervisor provides competent and acceptable supervision of the student intern.

2. All assignments are mutually agreed to by the student, the internship on-site supervisor, and the college's internship coordinator.
3. The student is academically eligible to participate in the internship experience.
4. The internship shall not be terminated by any of the parties without consultation of all parties involved.

To receive credit for approved internship experience, a student's work must be evaluated periodically by both the on-site supervisor and the college's internship coordinator. During the period of internship, students shall be contacted periodically by the college internship coordinator or his/her designee and/or a Career Service Office representative. Interns may be required to submit periodic progress reports to the internship coordinator. The internship coordinator will document the evaluations and progress of the internship to determine credit and/or a grade.

All interns shall conduct their activities in accordance with regulations prescribed by Dakota State University and shall abide by the personnel requirements of the cooperating entities.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Not applicable.