

UNC Asheville Internship Policy for Credit Bearing Courses

Effective Date: Fall 2017

An internship is a form of experiential learning that integrates the knowledge and theory learned in the classroom with the practical application and skill development in a professional setting. As an extension of the classroom, internships give students the opportunity to gain valuable applied experience, reflect on that experience, and make connections in professional fields. Internships are available to qualified students with Junior or Senior standing, and/or departmental approval. The amount of academic credit received will vary, but a minimum of 35 hours of work must be completed for each credit hour earned. Allocation of these internship hours, between fieldwork and classroom/assignment work, will be determined by the faculty supervisor. The policies for internships, and the requirements for students, faculty and host agencies, can be found on the Career Center website, <https://career.unca.edu/>.

POLICY

The following policy provides minimum standards for existing and future credit-bearing courses that include an internship program. This information will be housed on the Career Center website.

Intern Responsibilities:

- Meet the following criteria to enroll in an internship course:
 - Be currently enrolled at UNC Asheville as degree, licensure or certificate-seeking;
 - Have junior or senior standing or receive department approval;
 - Complete the department prerequisites and application processes of the internship program.
- Identify the internship opportunity and host agency supervisor, using the resources of your department and Career Center.
- Meet with the faculty supervisor to discuss internship approval and course registration procedures, course requirements and expectations including credit and internship site/project hours, evaluation methods, learning objectives and required departmental documents.
- Meet with the host agency supervisor to discuss their internship requirements and expectations, develop learning objectives and required documents.
- Enroll in a credit-bearing internship course and pay applicable UNC Asheville tuition and fees. The internship experience and the academic course enrollment must be concurrent. Internship course credit will not be granted retroactively. The internship experience cannot be used for more than one credit-bearing course in a given semester.
- Complete and submit the Internship Agreement to the faculty supervisor and host agency supervisor.
- Complete a minimum of 35 hours per academic credit (e.g. 105 hours for 3 credits). Allocation of these internship hours, between fieldwork and classroom/assignment work, will be determined by the faculty supervisor.
- Perform the duties and responsibilities of the internship and/or project in a professional manner. Abide by all applicable rules and policies of the host agency, maintain regular and prompt attendance and contact the host agency supervisor when questions arise.
- Participate in orientation sessions.
- Maintain confidentiality with regard to sensitive information gained in the work environment.
- Submit completed coursework assignments and requirements to the faculty supervisor. Participate openly and honestly in the evaluation process.
- Maintain regular contact with the faculty supervisor during the internship and assist in arranging site visits, when applicable.
- A university requirement is that all students have health insurance. If the Host Agency requires professional liability and/or auto insurance then the student will obtain it for the duration of the internship. Professional liability insurance is available through UNC Asheville.

Faculty Supervisor Responsibilities:

- Offer a credit bearing internship course that meets the requirements of this policy. Independent study courses do not qualify as an internship course.
- Meet with the intern to discuss internship approval and course registration procedures, course requirements and expectations including credit and internship site/project hours, evaluation methods, learning objectives and required documents.
- Ensure the following:
 - the internship experience and host agency are appropriate for the program requirements;
 - the host agency supervisor is qualified to supervise the intern;
 - the academic course registration is processed;
 - the internship adheres to all university, state, and federal regulations and guidelines;
 - the Internship Agreement is signed by the intern, the faculty supervisor and host agency supervisor.
- Assist the intern in developing appropriate learning objectives, course assignments, and evaluation methods throughout the semester that are related to the internship experience.
- Provide the intern with a pre-internship orientation outlining professional behavior expectations.
- Determine how the 35 hours per academic credit are allocated throughout fieldwork, classroom time and academic assignments. Verify that these hours are being done concurrently with course enrollment. Internship credit will not be granted retroactively.
- Provide a supervised internship experience through site visits and/or email, telephone contact and written communication with the intern on a regular basis.
- Provide the host agency supervisor with a tool to evaluate the intern's performance midway and at the end of the internship and the intern with a tool to evaluate the host agency at the end of the internship.

Host Agency Supervisor Responsibilities:

- Work with the intern to develop and achieve the internship learning objectives by assigning appropriate work and/or project duties that relate to the learning objectives.
- Sign the Internship Agreement.
- Provide the intern with an orientation to the work site, duties, hours, professional behaviors and host agency expectations.
- Allow the intern the necessary time to attend any class meetings associated with the internship.
- Meet regularly with the intern and provide appropriate work and professional behavior feedback.
- Collaborate with the faculty supervisor to evaluate the intern's performance using the instruments provided.
- Provide a safe, secure and non-discriminatory workplace at which the intern can meet their learning objectives.

Policy Definitions:

Internship: A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience, reflect on that experience and make connections in professional fields they are considering for career paths. For a position to be considered an internship, the following criteria should be met (Adapted from NACE, 2011):

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or the work that a regular employee would routinely perform.
- The experience has a defined beginning and end and a job description with desired qualifications.
- There are clearly defined learning objectives/goals, established at the beginning of the experience, related to the professional goals of the intern's academic coursework.

- There is supervision by a professional, preferably with expertise and educational and/or professional background in the field of study. There is routine feedback provided by the host agency supervisor and the faculty supervisor, as well as a formal evaluation conducted at the end of the experience.
- There are resources, equipment, and facilities provided by the employer that support learning objectives/goals.

Intern: A currently enrolled degree, licensure or certificate-seeking student at UNC Asheville who has junior or senior standing (or receives department approval) and completes the department prerequisites and application processes of the internship program.

Faculty Supervisor: UNC Asheville faculty who teaches the internship course and ensures the internship is a meaningful learning experience. Helps the intern develop learning objectives and design assignments, provides feedback and evaluates the intern's learning for a high impact academic experience.

Host Agency: An organization that provides the internship experience and supervises the intern.

Host Agency Supervisor: An employee of the host agency that has experience and knowledge in the area in which the student is interning. Oversees the intern's experience, provides helpful advice about the industry and profession, as well as, feedback on the intern's performance throughout the duration of the internship.

Career Center Support: The Career Center staff provide support and act as a resource to those involved with the internship process including students, employers and faculty, by providing counsel and tools such as online class modules and templates for the pre-internship orientation, Internship Agreement, internship learning objectives, mid-internship, final internship and host agency evaluations.

Internship Agreement: A required form that outlines the responsibilities of the intern, faculty supervisor and host agency supervisor that includes contact information for all parties, including the intern's emergency contact information.

Internship Learning Objectives: Outlines the internship learning objectives, which may include academic learning, career development, skill development, and/or personal development and how these objectives will be tracked and evaluated by both the faculty supervisor and host agency supervisor in order to assign a grade.

Mid-Internship Evaluation: A tool that allows the host agency supervisor to give feedback at the midpoint of the internship experience on how the intern is performing. The information is shared with the faculty supervisor and intern.

Final Internship Evaluation: A tool that allows the host agency supervisor to assess the intern's abilities, growth, and contribution. The information assists the faculty supervisor in assigning a grade, and will be shared with the intern.

Host Agency Evaluation: A tool for the intern to provide feedback on the internship experience that helps the faculty supervisor and the university determine if the host agency is suitable for future internships.

Evaluation Method: This is an academic requirement of every internship experience. The faculty supervisor will determine the methods of evaluating learning and will communicate those when the intern enrolls in the internship course. For example, the intern may complete either a journal detailing their learning, a final paper, a final project, presentation, and/ or portfolio/e-portfolio. The intern may be required to make periodic reports of progress, or the evaluation may be more reflective in nature.