

Definition:

An Internship is a carefully planned, supervised experience that results in the awarding of academic credit. The primary purpose is to give students an opportunity to apply and extend the theoretical knowledge they have gained in the classroom to a practical applied field experience. Secondary benefits to the student include the opportunity to test one's suitability to a vocational field, promote marketability, and establish contacts with prospective employers.

Guidelines:

1. Internships are generally limited to three (3) credit hours per term, accumulative to a maximum of nine (9) credits for baccalaureate degrees. Exceptions to the three credits per term rule may be granted in unusual situations.
2. A minimum of 45 clock hours under the direction of the host agency site supervisor is required for each credit.
3. Grading follows the usual A-F/P-NC system with the choice to be cooperatively determined by the student and the Faculty Internship Coordinator (supervising professor) prior to the Internship.
4. The Faculty Internship Coordinator, with input from the host Site Supervisor, is responsible for recording the midterm and final grades.
5. All performance measures and expectations are to be listed in the written application document.
6. The time limit for completion of Internships for academic credit is one term, subject to the usual provisions for grades of incomplete. Summer Internships for academic credit are to be paid for and completed during the summer in which the internships take place.
7. Internships are to be planned, secured, and registered for by the end of the semester **PRIOR** to the semester in which the internship will occur.
8. If this is the first 399 or 499 level internship, you **must** complete an online Internship Prep Seminar **BEFORE** you start your internship. This seminar is located in Canvas. Once you are registered for the internship course, the registrar will forward you a link to the Internship Prep Seminar so that you can complete it. (Please note that you only need to complete this seminar one time – you do not need to re-take it for each internship.)

Steps for Student and Faculty Internship Coordinator:

1. Student discusses interest in an Internship with his/her Advisor and/or Faculty Coordinator. **Student will fill out the first 2 sections on page 2 of this form and advisor will sign on last page after checking sections.**
2. Student makes an appointment to meet with his/her degree program's Faculty Internship Coordinator to review internship details, internship requirements, the application process, and obtain an updated syllabus. Students can contact the Career Studio at careerstudio@midlandu.edu to obtain internship options and help with application, resume, or interview preparation.
3. Student researches internship options, applies for, and secures an internship and arranges a formal, in-person meeting with the Site Supervisor.
4. Student and Site Supervisor will meet to review internship course syllabus and requirements, student's schedule, and to discuss items 1-4 on the third page of this form. Students will record the responses on this form. Student and Site Supervisor also review the COVID-19 addendum on page 4, and sign their respective areas. The Site Supervisor also signs in designated field on page 5 of form. (*Email approval will be accepted and must be attached to application*).
5. Student fills out section 3 on the 2nd page and schedules second meeting with the Faculty Internship Coordinator.
6. Student brings completed application form to the meeting with the Faculty Internship Coordinator to review and both will then sign the form.
7. Faculty Internship Coordinator makes a copy of the signed application form and any other needed documents and keeps a copy for his/her records. **The Faculty Internship Coordinator submits the original signed document & any supporting documentation to the Registrar's Office for course registration, final approval, and filing.**
8. Faculty Internship Coordinator schedules a call or a meeting with the Site Supervisor, where they (1) discuss the details of the agreement to ensure goals and expectations are clear and (2) they schedule a time and method to connect mid-term to review student performance and progress on internship objectives.

Student Information (Filled out by Student – PLEASE TYPE)	
Name:	
Student ID:	
Midland Email:	
Phone Number:	
Major(s):	
Expected Graduation Date:	

Course Information (Filled out by Student – PLEASE TYPE)	
Course Department:	
Course Number:	<input type="checkbox"/> 299 <input type="checkbox"/> 399 <input type="checkbox"/> 499 <input type="checkbox"/> SSC498
Grading Option:	<input type="checkbox"/> A-F <input type="checkbox"/> P-PM-NC
Credits:	<input type="text"/>
Term:	<input type="text"/> <input type="checkbox"/> Fall <input type="checkbox"/> Interterm <input type="checkbox"/> Spring <input type="checkbox"/> Summer

Internship Details (Filled out by Student)			
Sponsoring Agency:			
Address:			
Phone:			
Site Supervisor Name and Title:			
Site Supervisor Email:			
Date Internship Begins:			
Date Internship Ends:			
Hours Per Week:	Have you previously worked at this agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Receiving Compensation: Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please select which applies: <input type="checkbox"/> Per Hour <input type="checkbox"/> Commission <input type="checkbox"/> Other:	<input type="text"/>	

Course Checklist (REQUIRED – attach to this document):
Syllabus <input type="checkbox"/>

1. Purpose Statement: What do you hope to accomplish? Include personal and academic goals and objectives.

2. What academic coursework and/or work experiences prepare you for this internship?

3. Describe the activities and responsibilities you will have during the internship, including the days and hours you will work.

4. List the performance measures and other requirements, which will be used to determine your grade. Include the role of the Host Supervisor in evaluating your performance.

5. (Student respond on own) Have you previously completed an internship? (If yes) List the host agency, the supervising professor, host supervisor, credits earned and term completed.

COVID ADDENDUM**Site Supervisor and Student Intern – please read the following information and sign at the end:**

Thank you for sponsoring a Midland University Student intern. While Midland strongly encourages students to secure internships, recent developments due to the COVID-19 pandemic have called into question the capacity to complete internships safely on-site, the need to develop contingency plans, and the responsibility of providing recommendations to help ensure the health and safety of student interns and associates at their internship sites.

Midland University's COVID-19 protocols can be found on the www.midlandu.edu site. This information outlines the measures Midland University is taking to help prevent the spread of COVID19 among our students, faculty and staff, as well as to others outside of our campus, and it will be updated as additional health updates are needed and appropriate.

Student Intern Responsibilities:

During the COVID-19 pandemic, your internship site may be required to follow certain federal, state, and local requirements to protect health and safety. Midland University does not exercise control over your internship site and the protocols they adopt during the COVID-19 pandemic, however, interns are expected to follow the safety protocols established at their internship site.

In addition, all Midland University student interns have the responsibility to:

1. Obtain written documentation of the internship site's policy for adhering to the Centers for Disease Control and Prevention (CDC) guidelines and send that information to his/her Midland University Faculty Internship Coordinator.
2. Agree to adhere to current state and local COVID-19 directives and CDC guidelines, including the wearing of Personal Protective Equipment (PPE) and all other health and safety protocols.
3. Complete COVID-19 screenings as needed/required, and notify Internship Site Supervisor and Faculty Internship Coordinator immediately should intern test positive.
4. Should internship site transition to virtual operations, intern will be able to complete internship remotely.
5. Should student intern desire to continue with his/her on-site internship after Midland University recommends transition to a virtual experience, intern will notify his/her Faculty Internship Coordinator and provide written documentation that the internship site has updated their policy and procedures for adhering to CDC guidelines. Midland University Faculty Internship Coordinator and program Dean will then decide if intern continues on-site, or if other options need to be pursued.
6. If student intern becomes uncomfortable participating in an on-site internship, he/she will notify the Faculty Internship Coordinator immediately.

STUDENT INTERN ACKNOWLEDGEMENT:

My signature below indicates that I have read, understand, and agree to abide by the rights and responsibilities outlined above.

Student's Signature: _____ Date: _____

Internship Site Responsibilities:

1. Internship site understands that Midland University requires that all internship sites take reasonable and appropriate measures to protect the health and safety of our student participants, affirms that it is following all federal, state, and local protocols, and will provide Personal Protective Equipment (PPE) for Midland Interns.
2. Site supervisor will discuss with student intern the feasibility and protocol of moving the internship from on-site to virtual, should the pandemic situation call for that measure.
3. Site Supervisor will notify student intern and the Midland University Faculty Internship Coordinator immediately if there was a possibility of student intern being exposed to persons with COVID-19 in order to assess the situation and allow for Faculty Internship Coordinator and student intern to comply with Midland University COVID protocols.

INTERNSHIP SITE SUPERVISOR ACKNOWLEDGEMENT:

My signature below indicates that I have read, understand, and agree to abide by the rights and responsibilities outlined above.

Supervisor's Signature: _____ Date: _____

I have read and understand all of the Internship Guidelines, including the institutional policy which states that there is a maximum of 9 credits of internship allowed for the Baccalaureate degree.

Signatures:	
<i>Student</i>	<i>Date</i>
<i>Advisor</i>	<i>Date</i>
<i>Site Supervisor (or attach email approval)</i>	<i>Date</i>
<i>Faculty Internship Coordinator</i>	<i>Date</i>

Completion of this form does not constitute registration for the Internship. Following receipt of this duly signed proposal form, the Advisor and/or Registrar's Office will notify the student when registration has occurred.

Registrar's Office:	Approved	<input type="checkbox"/>
	Denied	<input type="checkbox"/>
	Notified Advisor:	<input type="checkbox"/>
	Date/Initials:	