

MOUNT ST. MARY'S UNIVERSITY

Credit-Based Internship and Experiential Education Program



POLICIES & GUIDELINES FOR
UNDERGRADUATE STUDENTS



Mount St. Mary's University
Credit-Based Internship Program for Undergraduate Students
Policies and Guidelines

(Last Revised 6/3/2020)

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Appendix A: Credit-Based Internship Learning Agreement

What is an internship?

"An internship is 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 and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."

[National Association of Colleges and Employers \(NACE\) –
Position Statement: U.S. Internships, July 2011](#)

"An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students earn academic credit, or there is some other connection to a degree-granting, educational institution. This work/learning arrangement is overseen by a faculty or staff member of an educational institution and by a designated employee of an organization. The internship is usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives."

Formulated by subscribers to the Internship-Net Listserv – May 2010

Program Overview

The Credit-Based Internship Program at Mount St. Mary's University works to increase the knowledge, skills, and experiential growth of Mount students as they bridge and expand their academic progress with career preparation and career development needs.

Through this program, Mount St. Mary's University allows students to earn academic credit for experiences performed on or off campus related to academic and career areas of interest which involve training and responsibilities appropriate for further education. These experiences are designed to provide opportunities to explore career plans, to apply knowledge learned in the classroom and to experience a working environment within the field of a student's interest. An internship may be full-time or part-time for the duration of a semester, a winter session, or summer. Students may register both paid and unpaid internships for credit.

Undergraduate Student Eligibility

Students who wish to register an internship for academic credit must complete a Learning Agreement Form and meet the following criteria:

1. Meet credit and GPA requirements listed in the table shared here:

Amount of Earned Credits	Required Minimum GPA
45 or more	2.0
0-44	3.0 and permission from academic department

2. Meet any department internship prerequisites.
3. Not be on academic or disciplinary probation.
4. In addition to the above criteria, students must have successfully completed at least one full-time semester at the Mount prior to the start of the internship experience.
5. Continuing Education and Warriors to Workforce students may register no more than 18 total semester credits during the same time of an internship.
6. In the event that a student does not meet all eligibility criteria, a student may petition the Career Center and the appropriate academic department with just cause and reason for seeking a requirement waiver.

(Note: please see the "Graduate Internship Policies and Guidelines" document for information pertaining to graduate student eligibility and requirements)

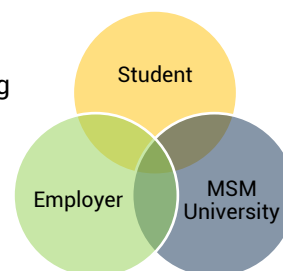
Criteria for Approving an Internship Site

The faculty sponsor and the department chair, in consultation with Career Center staff, evaluate internship and employment possibilities. Job descriptions, knowledge of the work environments, and evidence of educational commitment on the part of the employer form the basis of this evaluation. In order to approve a particular internship or job for credit, the Career Center and faculty sponsor must be reasonably confident that:

1. The work will provide a considerable learning experience related to the student's major or career interests.
2. The student will be given meaningful and challenging duties and responsibilities.
3. Supervision on-the-job will be consistent and ongoing.
4. A family relative will not supervise the student.

Administration of Internship Program

The internship program consists of multiple individuals and roles, including students, site supervisors (employers), faculty sponsors, department chairs, Career Center staff, and academic administration. The responsibilities, expectations, and interactions with these roles include the following:



Administration of Internship Program (Continued)

Student Responsibilities:

The student who enters the internship program to receive credit is responsible for meeting all requirements. These requirements include the following items:

1. Meet with Career Center staff as often as needed to discuss interests, identify possible internship opportunities, develop a resume (if needed), or determine suitability of an internship, etc.
2. Select a faculty sponsor and complete a Learning Agreement (Appendix A) through the following:
 - Meet with the employer (site supervisor) to discuss internship schedule, projects, and other expectations of the student during the internship experience.
 - Meet with the chosen faculty sponsor to discuss learning objectives, specify number of credits to register, and determine assignments/assessment criteria.
 - Plan methods of communication during the internship, as well as meetings or possible site visits by the faculty sponsor during the course of the experience.
 - Obtain all approvals and signatures on the Learning Agreement, i.e. student, employer, faculty sponsor, department chair, and Career Center.
3. Return the completed Learning Agreement to the Career Center by the stated deadline for submission. Credit approval is not final until validation of all registration requirements and the Career Center notifies the Registrar's Office.
 - Students are recommended to pay careful consideration to the cumulative semester course load and discuss individual circumstances with Career Center staff, the Registrar's Office, and the Accounting and Finance Office if needed.
4. **Fall and Spring Semester Internships:**
Attend the Internship Start-Up Meeting hosted by the Career Center. This is where the student will receive an Internship Confirmation Packet.

Summer Internships:

Students must confirm receipt and review of the Internship Packet in lieu of the Internship Start-Up Meeting.

The Internship Confirmation Packet shall include:

- Sexual Harassment Training Module Information
 - Student Confirmation Checklist – contains a checklist of due dates for each individual student
 - Mid-term Student Report – used to aid the student in evaluating the experience
 - Mid-term Performance Evaluation – a form the site supervisor will use in evaluating the student intern during the internship.
 - Final Student Report – used to aid the student in evaluating the experience
 - Final Performance Evaluation – a form the site supervisor will use in evaluating the student intern at the end of the internship.
 - Work Hours Log
5. Complete internship along with all assignments or matters specified in the Learning Agreement.

A student will receive a grade of "F" or "Incomplete" if requirements are not met before the end of the academic semester or session.

Employer/Site Supervisor Responsibilities:

Credit-based internships would not be possible without the help and assistance from employer partners and internship supervisors who offer internship opportunities, take the time to work with student interns, and provide further experience to increase skills and knowledge development of students. Mount St. Mary's University values the efforts of these individuals and sets forth the following expectations for internship supervisors:

1. Agree to participate in the experiential education/internship program (signified by the signing of the Learning Agreement).

(continued on next page)

Employer/Site Supervisor Responsibilities (Continued):

2. Provide the student intern with a challenging and meaningful learning experience to complement the program of study, which will expand the student's understanding of the field and work environment.
3. Assist the student in considering learning objectives as well as goals set within the internship experience time frame.
4. Provide the student with any necessary training and supervision to ensure that learning objectives and appropriate ethical, safe practices are met.
5. Communicate as needed with Mount St. Mary's University personnel during the course of the internship, particularly with Career Center staff and student's faculty sponsor.
6. Complete the two required evaluations of the student's performance at appropriate midway and end points during the internship.
7. Reserve the right to discharge the student for just cause **after consultation** with Career Center staff.
8. Abide by the Department of Labor Standards for Internships, including [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#).
9. Agree not to concurrently act as both a faculty sponsor and site supervisor for the same student (if supervisor is a Mount St. Mary's University faculty member).

Faculty Sponsor Responsibilities:

The role of the faculty sponsor in maintaining academic excellence is a critical one. All academic courses at the Mount are developed with the expectation that certain goals and objectives will be attained; internship programs are no exception. Although internships are conducted in the field and not in a classroom setting, they are learning activities and a specific part of a student's total academic experience. In fact, it is not the job itself where credit is earned, but the learning that results from working in the internship.

The Faculty Sponsor will:

1. Serve as a liaison between the student, the department chair, and Career Center staff.
2. Agree not to concurrently supervise the student for an internship (as a site supervisor) and assume the role of faculty sponsor for the same student.
3. Meet with the student to prepare the Learning Agreement. At minimum, this will include:
 - Establishing learning objectives.
 - Scheduling required progress report meetings (faculty are also encouraged to schedule a site visit).
 - Specifying, in writing, the criteria by which the student's grade will be determined.
4. Meet with the student at scheduled times while the experience is in progress. The purpose of these meetings is to see that the student's progress toward completing the requirements, stated in the Learning Agreement contract, is satisfactory.
5. Review the student's mid-term and final evaluative forms provided by Career Center staff.
6. Perform the evaluation procedures specified in the Learning Agreement at the end of the experience, and submit a final grade to the Registrar's Office according to standard procedures.

Department Chairperson Responsibilities:

1. Develop criteria for determining which students are eligible to register for internship credits in their particular department. These criteria will include:
 - The standard eligibility criteria listed in the "Undergraduate Student Eligibility" section of this document.
 - The maximum number of credits that may be counted toward the major.
 - Any other criteria that are deemed necessary in order to maintain the academic quality and standards appropriate to the discipline, such as prerequisite courses, program objectives, and guidelines for the types of programs that are acceptable for credit in that department.

Department Chairperson Responsibilities (Continued):

2. Be responsible for maintaining the academic standards of the programs for which credit is awarded in the department. This will include:
 - Ensuring that an appropriate faculty sponsor has been chosen by the student for each program and will help the student reach his/her learning objectives.
 - Approving the Learning Agreement prepared by the student, employer, and faculty sponsor.
 - Communicating with Career Center staff when there are issues, questions of appropriateness, or updates to department requirements.

Career Center staff will:

1. Maintain a list of potential sites and resources to help students with an internship search.
2. Work with faculty and employers to expand the current list.
3. Assist and advise departments and faculty sponsors as necessary.
4. Develop and maintain the Learning Agreement and all formal program documents.
5. Instruct and inform students about application and registration procedures.
6. Assist students in identifying appropriate positions.
7. Review and approve agreements between students, the university, and employers.
8. Submit all credit information to the Registrar's Office on a timely basis.
9. Submit to the Human Resources Office a finalized payroll list of faculty sponsors at the end of each semester.
10. Maintain all student internship records.

Credit Approval Process

In order for a student to register academic credit for an internship experience, the student must follow the following process.

1. The student must search, apply for, and obtain an internship experience that has a learning focus and be oriented towards the internship definitions listed in this document (the position may be called a full- or part-time position, seasonal work, or specified as an internship).
2. Once the position is obtained (the student has received confirmation and is hired for the position), the student must complete the **Credit-Based Internship Learning Agreement** form, available online at the Career Center's website www.msmary.edu/career and <https://www.msmary.edu/internships> and begin gathering information to complete the Learning Agreement.
3. Ideally, the student will first fill out their "Student Information", then proceed to fill out the "Internship Site Information" and "Internship Description / Learning Objectives" sections while being in conversation with their internship site. Upon the completion of the section and obtaining the signature of the site supervisor, the student will then proceed to the "Faculty Sponsor and Course Information" section. Discuss with the chosen faculty sponsor the number of credits, how the internship will fit within their academic schedule, and any "Grading Criteria" which the faculty sponsor will assign.
4. Once all areas of the form and signatures are collected, the student must meet with or speak with appropriate Career Center staff to review the Learning Agreement. The credit-based internship is not finalized until Career Center staff approve and send the information to the Registrar's Office for processing.
5. The Career Center then forwards the information to the Registrar's Office for official course registration if all registration information is in order.
6. Students exceeding normal semester credit hours and registering overload credits must obtain permission from the associate provost.

Internship Credit and Assessment Guidelines

Guidelines for determining the number of credits that can be earned for an internship experience have been established to ensure that a standard university policy may prevail. As part of this, each academic department has final approval of the number of credits permitted for each internship experience and reserves the right to further limit the number of credits allowed towards major requirements.

Internship Credit and Assessment Guidelines (Continued)

A student may earn up to a total of twelve (12) credits for internship experiences, with the exception of any students participating in the Mount in Washington Internship Program, who may earn up to fifteen (15) credits. The department chair is also responsible for setting the guidelines on how many credits are allowed to be earned for a major's requirement. In all instances, a Learning Agreement must be completed for each internship experience where credit is being earned. Submitting the Learning Agreement Form for a credit-based internship does not guarantee approval. Career Center staff will make every effort in guiding students to appropriate internship and academic requirement solutions.

All internships will meet the following criteria:

1. A minimum of forty (40) hours of work with the internship site is required for each credit hour. Additional work hours do not automatically constitute additional credits. There cannot be a reduction in credit if the minimum hour requirement is not met. Instead, a faculty sponsor may allow the student to receive an "Incomplete" until the minimum amount of hours are completed or assign a final grade which includes a reduction commensurate with the incomplete requirements.
2. The quality and quantity of work to be completed for each credit must be clearly specified in the Learning Agreement. To the extent possible, this should be comparable to the work demand of a regular college course of equal credit value.
3. The range and complexity of the internship work should be consistent with the academic standards expected at the college level.
4. The student will complete and return a Mid-term Student Report at a designated time near the middle of the internship and a Final Student Report at the close of the experience. The site supervisor will also complete a Mid-term Performance Evaluation and a Final Performance Evaluation. Both the Internship Report and the Performance Evaluations will be returned to the Career Center by a set deadline date. These evaluations will then be sent to the faculty sponsor to contribute to the overall grading process.
5. Faculty sponsors are asked to be in regular contact with the interns they are sponsoring. The Career Center suggests a weekly or bi-monthly meeting take place either in person or via email or phone. This is to ensure that the student is completing the academic work required as well as to ensure that there is academically-based learning going on during the course of the internship.
6. No credit will be granted retroactively for internship experiences. All arrangements for credit must be completed prior to the start of the internship experience and before the registration deadline date. Credits registered for an internship experience may not be applied to a subsequent semester.

Grading System

Each department will develop its own criteria for assigning grades for internship programs, subject to approval by the Associate Provost.

These criteria should include the following:

1. Internships will be processed on a Letter Grade basis
2. The methods of evaluation to be used, in addition to the required time, student report, and employer evaluation forms listed above, may include oral and written reports, journals, presentations, special projects, final exams, or other appropriate methods.

Internships Outside of a Student's Major or Minor

Ordinarily, it is expected that internship experiences will involve work related to the student's major or minor. However, in cases where it is clear that the student will benefit from work experience in some other field, the student may apply for such an experience. In this case, the student should meet with a Career Center staff member to discuss the internship plans. Afterwards, Career Center staff and the student will correspond with the academic departments relating to the student's major and the potential internship experience.

Tuition

Internships for credit are a course, and as such, credits earned through an internship must abide by university requirements for tuition and fees.

- Credits earned during a regular semester as part of the full-time, sixteen (16) hour maximum are not billed separately. Credits earned in excess of 16 credit hours are billed at the supplemental tuition rate and require permission from the associate provost (*see Overload Credits in Academic Catalog*).
- Summer semester/sessions are distinct terms. All credits earned for this period are billed at the summer term rate and include a comprehensive fee. Summer internships are processed in the *Summer III Session*.

Campus Residence

Students engaged in a full-time work experience off-campus and carrying 12 or more credits may retain campus residence. Students carrying less than twelve (12) credits during a regular semester may not live on campus. Students engaged in internship assignments and living away from the campus are eligible for campus housing the following semester, although specific rooms or apartments cannot be guaranteed. There will be no penalty for breaking a housing contract in order to accept a Career Center approved, credit-based, full-time internship position. Students participating in a summer internship and are not taking any on-campus summer courses may apply for housing. For more information concerning housing opportunities, please contact the Residence Life office.

Undergraduate Internship Course Numbers

(phone numbers begin as 301-447-####)

DEPARTMENT / MAJOR	COURSE CODE	DEPARTMENT / MAJOR	COURSE CODE
Richard J. Bolte, Sr. School of Business (x5396)		College of Liberal Arts (x7435)	
Accounting	ACCT 480	Communication (x5367)	COMM 480
Business (including business concentrations)	BUS 480	English (x5365)	ENGL 480
Economics	ECON 480	Foreign Language (x5322)	
Information Systems	IFSY 480	French	FREN 480
Sport Management	BUS 480	German	GERMN 480
Entrepreneurship	ESHIP 480	Italian	ITALN 480
		Spanish	SPAN 480
School of Natural Science and Mathematics (x6826)		History (x5375)	HIST 480
Mathematics and Computer Science (x5291)		Philosophy (x5368)	PHIL 480
Computer Science	CMSCI 492 or 493	Political Science (x5374)	
Mathematics	MATH 492 or 493	International Studies	IS 480
Cybersecurity	CYBER 480	Philosophy, Political Science, Economics	PPE 480
Psychology (x5394)	PSYCH 480	Political Science	PSCI 480
Science (x5376)		Sociology (x5373)	
Biology	BIOL 480	Criminal Justice	CJUST 480
Chemistry	CHEM 480	Human Services	HS 300 / HS 400
Environmental Studies	BIOL 480	Sociology	SOC 480
Health Sciences	BIOL 480, PSYCH 480, or SOC 480	Theology (x5370)	THEOL 480
		Visual and Performing Arts (x5308)	
Division of Education (x5371)		Visual & Performing Arts	FAAR 480
Education (non-teacher internship)	EDUC 399	Music	FAMU 480
		Theatre	FATH 480

Credit-Based Internship Learning Agreement

Mount St. Mary's University Career Center

Please type or print neatly to complete the Internship Learning Agreement. Then, acquire the necessary signatures for internship approval. The Internship Learning Agreement should be submitted to the Career Center by the deadline stated at www.msmary.edu/internships.

STUDENT INFORMATION

Date:	Student ID: <i>(the six numbers following the zeroes on the back of the student ID card)</i>		
Last Name:	First Name:	Middle Initial:	
Mailing Address During Internship (Street, City, State and Zip Code):	Mount Email Address:	Telephone Number:	
Major(s) or Program:	Concentration / Minor (if applicable):	Anticipated Graduation Date:	

INTERNSHIP SITE INFORMATION

Organization Name:		Organization Website:		
Site Supervisor Prefix:	Site Supervisor: <i>(Person directly supervising you during internship)</i>		Site Supervisor Title:	
Site Supervisor Telephone:	Site Supervisor Fax:	Site Supervisor Email:	Is the supervisor a Mount alum? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Site Address: <i>(site supervisor's business address)</i> (Street, City, State and Zip Code)	Average Weekly Work Schedule: <i>(number of days and hours)</i>	Compensation: <i>(e.g. hourly, stipend, unpaid, etc.)</i>	Type of Internship: (check one) <input type="checkbox"/> Off-Campus <input type="checkbox"/> On-Campus <input type="checkbox"/> Virtual	
	Start Date: <i>(month, day, year)</i>	End Date: <i>(month, day, year)</i>		
How did you find your internship? Career Center <input type="checkbox"/> MountHired <input type="checkbox"/> Family/Friends <input type="checkbox"/> Faculty <input type="checkbox"/> Website <input type="checkbox"/> Independent Research <input type="checkbox"/>				

INTERNSHIP DESCRIPTION / LEARNING OBJECTIVES

Describe the internship responsibilities, projects, or tasks the student will have. <i>(Please provide typed attachment if additional space is needed.)</i>
Describe what learning objectives and goals the student has for the internship. <i>(Please provide typed attachment if additional space is needed. This section should be completed by the student under the guidance of the faculty sponsor and/or the site supervisor.)</i>

FACULTY SPONSOR AND COURSE INFORMATION

Faculty Sponsor:	Department/Program:	Department Telephone: (301) 447-	Semester and Year of Internship:
Course Number:	Number of Credits: <i>(minimum of 40 work hours is required per credit)</i>	Please mark this box if any of these credits will be overload credits. <input type="checkbox"/> <i>(see academic catalog for more info)</i>	

GRADE CRITERIA (TO BE COMPLETED BY FACULTY SPONSOR)

Criteria / Assignment: Mid-term and Final Student Internship Reports, Mid-term and Final Evaluations from Supervisor, and Work Hours Log	Percentage:
Criteria / Assignment:	Percentage:
Criteria / Assignment:	Percentage:
Criteria / Assignment:	Percentage:

Student Agreement

1. Keep enrollment in a degree program at Mount St. Mary's University.
2. Report any changes in schedules or any event which prevents the fulfillment of responsibilities to employer, faculty sponsor, and the Career Center.
3. Not terminate the internship before the agreed upon date without prior approval of the employer, faculty sponsor, and the Career Center.
4. Maintain frequent contact with faculty sponsor, satisfy all the requirements established by the faculty sponsor, and return all forms and evaluations by the stated deadlines.
5. Pay the appropriate fees for the number of credits registered.
6. Understand that wages are not entitled while in this internship unless it has been stated and agreed that the internship is a paid internship.

Student Signature:

X

Date:**Site Supervisor Agreement**

1. Provide the student with a challenging and meaningful learning experience as outlined in the internship description.
2. Provide the student with any necessary training and supervision.
3. Communicate with the Career Center during the course of the internship when appropriate.
4. Complete the required two evaluations of the student's performance (midway through and at the end of internship).
5. Reserve the right to discharge the student for just cause after consultation with Mount St. Mary's University.

Site Supervisor Signature:

X

Date:**Faculty Sponsor Agreement**

1. Meet with student prior to the start of the internship to establish learning objectives, grading criteria, and the number of credits to be registered.
2. Be available to guide and counsel the student in relating his/her internship experience to the educational program.
3. Visit or communicate via phone or email with the student and the employer to discuss the student's progress.
4. Meet with the student to evaluate the experience and the end of the assignments.
5. Assess the student's grading criteria and follow proper procedures in reporting a final grade.

Faculty Sponsor Signature:

X

Date:**Department Chair / Program Director**

I have reviewed the Learning Agreement as prepared by the student, employer, and faculty sponsor, and approve of what has been set forth in it.

Department Chair Signature:

X

Date:

----- ***Submit Learning Agreement to the Career Center when the above signatures and dates are complete.*** -----

Career Center Internship Coordinator

I have reviewed the Learning Agreement as prepared by the student, employer, and faculty sponsor, and approve of what has been set forth in it.

Career Center Internship Coordinator Signature:

X

Date:

ALL sections must be completed in order for the Career Center to process your internship!

Mount St. Mary's University Career Center - McGowan Center
16300 Old Emmitsburg Road Emmitsburg, MD 21727

Phone: (301) 447-5202 **Fax:** (301) 447-5243

Email: CareerCenter@msmary.edu



Last updated: April 3, 2020