

Internship Guidelines & General Requirements



Kansas Wesleyan University

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KANSAS WESLEYAN UNIVERSITY

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KWU Mission

The mission of Kansas Wesleyan University is to promote and integrate academic excellence, spiritual development, personal well-being, and social responsibility.

KWU Values (excerpt)

Kansas Wesleyan University prepares students not only for careers and professions, but also for lifelong learning. The University equips its students for responsible leadership in their communities, for useful service in and to the world, and for stewardship of the earth.

Purpose

Internships are designed to provide the student with meaningful and practical experience in their concentration area and serving needs in the community.

Grades/Credit

In general one hour of credit is earned for each 50 hours of internship work.

Students will meet with their faculty sponsor every two weeks or as necessary to discuss their work and evaluate performance. The faculty sponsor will contact the agency sponsor during the first two weeks of the internship and at the conclusion of the internship to review the intern's performance. (The frequency and nature of contact with agency directors/supervisors/sponsors may vary from one department to another and may depend upon the nature of the internship and the agency/organization involved.)

Termination

In the event that an internship cannot be continued for any reason, the student, the agency sponsor, and the faculty sponsor will meet to discuss the reasons for the termination and the faculty sponsor will document the results of the meeting which will be signed by all those present.

Faculty Workload

Faculty sponsors are responsible for reviewing the student application for internship, coordination between the student and the participating agency, regular meetings with the student during the internship, communication with the agency sponsor throughout the internship, and final evaluation of the student in conjunction with the agency sponsor. Faculty shall receive as stipend for their work the \$75/credit hour fee that students pay for the experience.

Paid Internships

There is no assumption that students will be paid for internship work. Compensation for internships will be discussed with the student, the participating agency, and faculty sponsor during the application process. Generally students will not be allowed to intern where they are currently employed unless the internship work is outside their current job description.

Things to Know Before Beginning Internship Process

Information in this packet is the minimum basic requirements by KWU for a student to complete an internship for credit. **Individual departments and programs may have additional requirements.** The student must check with his/her degree department or faculty sponsor about any additional internship requirements.

The internship application, found on page 5, must be filled out, signed by student, faculty sponsor and agency sponsor, and returned to the Office of the Registrar **before the last day of regular class in the prior term as listed in the Academic Calendar.** The Office of the Registrar will then process documents to the Provost. Rare exceptions in application timing may be made by the Provost.

Internship Procedures

1. Students interested in doing an internship for academic credit should contact their academic advisors. The student and faculty advisor will discuss possible placement options and look for matches. Internships are not guaranteed. Internships are granted when the student demonstrates a strong work ethic, stability, integrity, good communication skills, and strong technical work.

NOTE: A faculty member may advise against, or refuse approval of an internship for a student if course pre-requisites or the above skills and abilities and motivations are not adequately demonstrated. It is important for the student to remember that the internship is a privilege to be earned. The student should conduct themselves as a responsible Kansas Wesleyan University representative at all times.

2. The internship agency sponsor and faculty sponsor will confirm placement and, if possible, a schedule of internship hours, prior to the scheduled internship. The student is responsible to complete all paperwork for the internship according to university requirements.

3. Prior to the first day of classes in the semester the internship begins the faculty sponsor and agency sponsor will meet with the student to discuss professional, ethical, and procedural requirements of the internship. Additional requirements for internship will be determined by the academic department associated with the internship.

4. A complete Internship Application including the completed Internship Ethical Guidelines; Intern, Agency, and Faculty Agreement & Emergency Contact Record; and Internship for College Credit Contract must be submitted to the Office of the Registrar **before the last day of regular class in the prior term as listed in the Academic Calendar.**

FORMS

Copies of the following forms must all be attached to the Internship Application form when turned in for approval of Internship.

Check List

- **Internship Application**
- **Internship Ethical Guidelines**
- **Intern, Agency, & Faculty Agreement and Emergency Contact Record**
- **Internship Syllabus** (provided by faculty sponsor)
- **Internship for College Credit Contract** (return copy to Director for Experiential Learning)

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INTERNSHIP APPLICATION

(An additional fee of \$75.00 per credit hour is charged)

The Internship Program allows students to integrate academic theory and real world practice to explore the relationship between the two and gain hands-on experience in a professional setting. An intensive field experience is established through a community organization with dual supervision by an agency coordinator and a member of the faculty. Placement will be based on the student's career orientation and interest. A fee of \$75 per credit hour in addition to all other tuition charges for the course is assessed.

Requirements for an Internship:

1. The program is open to all degree-seeking undergraduate students except first semester freshmen.
2. An internship can be completed at the student's regular place of employment, but internship hours must be earned outside of the student's regular job area or function.
3. Faculty determines the number of credit hours to be awarded. The number of credit hours is authorized in advanced. Each credit hour requires a minimum of 50 clock hours of participation. (e.g. A 3 credit hour internship would require at least 150 clock hours of participation).
4. A complete Application for Registration in an Internship including the completed Internship Ethical Guidelines; Intern, Agency, and Faculty Agreement & Emergency Contact Record; and Internship for College Credit Contract must be submitted to the Office of the Registrar **before the last day of regular class in the prior term as listed in the Academic Calendar**.
 - a. A syllabus for the internship must be enclosed with the Application and presented to the student.
 - b. The application and accompanying documents must be signed by the student, faculty sponsor, agency sponsor, the student's academic advisor, the Director for Experiential Learning, and the Office of the Registrar and must be approved by the Executive Vice President/Provost.
 - c. A description of the frequency and form of faculty student contact must be included (tentative schedule).
 - d. A method for evaluation of student performance and attainment of the objectives must be included.
5. The internship must provide a rigorous academic experience equivalent to that of any other 400 level courses at KWU. The student will be required to submit periodic progress reports.
6. At the conclusion of the internship the instructor will evaluate the work associated with the internship and assign a grade. An internship evaluation form containing the student information, type and location of internship, the basis of evaluation, the final grade, and a signature from the instructor and the Director of Experiential Learning must be filed with the Office of the Registrar **before the last day of regular class for the semester or term as listed in the Academic Calendar** for review by the Executive Vice President/Provost.

Student Name

ID/SS#

Date

Course Number

-460

Credit Hours

(Department)

Organization/Business where internship will be done: _____

Contact person at the Organization or Business: _____

Semester and year Internship will be taken: _____

Note: All hours for the Internship must be completed by the last date of the semester.

Brief Description of Internship:

Note: Attach additional pages if necessary.

Tentative Schedule (frequency of faculty/student contact):

Note: Attach additional pages if necessary.

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Method of Evaluation for Student Performance/Attainment:

Note: Attach additional pages if necessary.

SIGNATURES:

I have received a copy of the "Internship Guidelines" handbook and understand that I am responsible to complete additional internship forms prior to approval (signature) by my faculty sponsor (instructor of record for the internship) and my academic advisor. **Copies of completed forms from the Internship handbook and course syllabus must be attached to this application.**

Student:

Date:

Note: Student should obtain **ALL** the signatures below and submit to the Registrar's Office

Faculty Sponsor:

Date:

Note: Course description and syllabus must be attached.

Agency Sponsor:

Date:

Academic Advisor:

Date:

(Office Use Only)

Office of the Registrar

Date

SUPPORTED

NOT SUPPORTED

Executive Vice President/Provost

Date

APPROVED

NOT APPROVED

Comments:

Internship Ethical Guidelines

All students taking part in internships are expected to adhere to certain guidelines for ethical, responsible conduct. This is necessary for the benefit and protection of the students themselves, as well as for the client, placement agencies, instructor, supervisor, and the university. The basic guidelines listed in this form are not exhaustive. At a minimum, students agree to the following.

- 1. Confidentiality.** Information about the agency (excepting public information) will not be revealed without specific permission of the agency. Information discussed with faculty must be prepared in such a way that confidentiality is maintained.
- 2. Recognition of Qualifications and Limitations.** Interns must recognize the limitations to their training and abilities and must not exceed these in the work performed. When situations beyond their knowledge or ability arise, student will seek assistance from their supervisor and faculty sponsor.
- 3. Identification as an Intern at the agency/organization.** Interns will represent themselves to the public as a KWU intern in both reports and in other professional activities.
- 4. Representative of KWU.** Student will at all times during their internship be a representative of KWU. Any conduct unbecoming that of a KWU representative and specifically that of an unlawful nature will warrant termination of the internship.

By signing below the intern agrees to adhere to the guidelines listed above as well as those of the specific placement agency.

Intern Signature

Date

Agency Sponsor

Date

Faculty Sponsor

Date

Intern, Agency, and Faculty Agreement & Emergency Contact Record

By filling out and signing below all parties agree to the arrangement of an internship between the student, agency, and KWU for the requested number of credit hours (1 credit = hours)

TODAYS DATE: _____

DATE OF INTERNSHIP: Begins _____ Ends: _____

INTERNSHIP CREDITS: _____

LOCATION OF INTERNSHIP: _____

INTERN

Name (Print): _____ (Signature): _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Year in School (circle one): Sophomore Junior Senior

AGENCY SPONSOR

Name (Print): _____ (Signature): _____

Supervisor Title: _____ Work Phone: _____

Cell Phone: _____ Email: _____

FACULTY SPONSOR

Name (Print): _____ (Signature): _____

Department: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Internship for College Credit Contract

Purpose and Responsibilities:

Provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation exhibits your interest and commitment to the growth and development of students as future professionals.

A. Responsibilities of Student Intern

1. Contribute to the overall mission of the organization.
2. Confirm eligibility to participate in an internship assignment.
3. Designated faculty sponsor to serve as an academic advisor to monitor progress of internship and evaluate academic performance of student.
4. Maintain communication with Site Supervisor and Faculty Sponsor to monitor progress of internship.
5. Maintain the confidentiality of any information designated by the Site Supervisor as confidential.
6. Abide by additional rules and procedures that are mutually agreed upon by Site Supervisor, Student, and Faculty Sponsor.

B. Responsibilities of the Site Supervisor/Employer

1. Encourage and support the learning aspect of the student's internship assignment.
2. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging.
3. Make available equipment, supplies and space necessary for the student to perform duties.
4. Provide a safe working environment.
5. Will not displace regular workers with student intern.
6. Notify Faculty Supervisor of any changes in the student's work status, schedule, or performance.
7. Communicate policies and standards to student.

Terms of Internship Arrangement:

Should the Site Supervisor become dissatisfied with the performance of a student, the Site Sponsor may request termination of the internship arrangement. This should occur only after the Director of Experiential Learning has been notified in advance and a satisfactory resolution cannot be obtained. Conversely, KWU may request termination of the arrangement for any student not complying with guidelines and procedures for the internship program, or if the Site Supervisor does not uphold the responsibilities mentioned above, as long as Site Supervisor has been notified in advance and satisfactory resolution cannot be obtained.

Internship

Business Name: _____

Semester/Year: _____

Signatures of Agreement:

Student _____

Date _____

Site Supervisor/Employer _____

Date _____

Faculty Sponsor _____

Date _____