



### **Houghton University Academic Internship Policy**

Internships are considered quality experiential learning opportunities, generally off-campus, non-academic settings. They are intended as highly structured, professionally supervised experiences and usually occur during the junior or senior year. Internships require approval by the supervising academic department and extensive involvement by the student. Supervision is a responsibility shared between the academic department and the selected field agency.

An academic internship at Houghton University is an experience-based course designed to apply academic learning to the world of work, including ministry or industry. The purpose of an academic internship is to:

1. Apply academic knowledge to a real-world work setting
2. Explore career interests and build your professional network
3. Develop skills and increase your marketability for post-graduation plans
4. Make a positive contribution to the organization/agency and clients of your field setting

### **Students must be enrolled in their internships prior to beginning the experience.**

- Students should enroll in the term (Fall, Spring, Mayterm, or Summer) in which they are doing the field placement
- Students *cannot* enroll for the internship in a previous or subsequent semester to take advantage of the different year's tuition
- Summer internships are specifically included in the Mayterm session of Summer policy, and students and advisors should calculate the hours carefully when contemplating tuition-free internships

### **Preferred Deadlines**

To ensure registration of your internship for academic credit, please turn in the Academic Internship Agreement with required signatures to your Department Internship Coordinator.

- July 1st for Fall semester internships
- November 1st for Spring semester internships
- March 15th for Mayterm internships
- June 17th for Summer internships

### **Eligibility**

In order to be eligible to enroll in an Academic Internship, you must:

- Be approved by the academic department(s) with regard to their academic preparation and overall readiness for the internship;
- Have earned at least 28 hours prior to the commencement of the internship. Should a student fail to meet this 28-hour threshold, the internship proposal will be reviewed to determine whether an exception is warranted; and
- Have at least a 2.5 cumulative GPA at the time of application or approval of the Department.

### **Credit hours awarded, Learning Objectives, Assessment and Grades:**

- The decision to grant academic credit for participating in an internship is determined by the appropriate academic department, usually in your major or minor area of academic concentrations
- Internships may carry credit hours ranging from zero to a maximum of six.
- Each academic department will determine the required number of clock hours per credit. The *minimum* number of required student work hours per credit awarded is 40 clock hours.
- Because Houghton University policy stipulates that each credit hour will carry at least 45 hours of work in some combination of instruction and/or student time on task, internships which set the student work hours below 45 hours per credit hour awarded must also demonstrate that the appropriate number of additional hours of time on task per credit hour awarded will be required in some form: as instruction, or as additional student academic work such as reading assignments, preparing and delivering a presentation, writing and submitting a paper of the appropriate length, or other tasks as delineated either by the University's overall policy or by published department standards. See the University catalog for additional information.
- The Academic Internship Agreement must clearly enumerate the specific learning objectives, how they relate to the academic discipline, and what evidence of learning will be submitted for assessment.
- Internships that carry credit may be taken for a letter grade or pass/fail. IF taken pass/fail, a "pass" must constitute the minimum equivalent of a grade of C minus.
- Internships for zero credit may only be taken pass/fail.

### **Nature of the Internship:**

- The internship must be a new learning experience. If you are interning at an organization in which you have previously worked, you must show evidence that your responsibilities will be substantially different.
- Your on-site supervisor must be a professional with expertise in his/her field and willing to orient, train, and provide regular guidance.
- You must have work responsibilities that are relevant to the profession and not primarily clerical.
- You must have opportunities to observe overarching organizational functions, such as attending staff meetings.
- You must have opportunities to develop new skills and apply academic knowledge to the work assigned.
- You must have opportunities to conduct informational interviews with employees of the organization.
- Your on-site supervisor must submit a written evaluation at the culmination of the internship.
- The internship must contribute to a broader understanding of career fields available after graduation.
- While some internships may lead to future employment, they are not jobs. However, note that both Federal and New York State laws govern compensation for student interns placed in for-profit businesses.
  - Department of Labor: Internship Programs Under the Fair Labor Standards Act  
[Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#) (link)
  - New York State Labor Standards  
[Labor Standards | Department of Labor](#) (link)

### **Additional Expectations and Responsibilities**

- Acknowledge and abide by the Houghton University Student Guide and work-site behavioral standards and assume the risks and responsibilities of participation as enumerated in the Internship Risk Liability Form (**signed copy required as part of the internship application for an off-campus internship.**)
- Meet the minimum expectations for attendance and completion of assignments and enumerated in the Academic Internship Agreement.
- Communicate with your faculty supervisor (via email, telephone or face to face) during the internship period.
- Be available to talk about your internship experience with current students.

**Tuition Policy:** (See the Faculty Handbook 6.22.2 and annual Mayterm Booklet from the Registrar's Office for full policy.)

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  - Mayterm Session: \$250/hour
  - Summer Sessions 1 and 2 (Online): \$250/hour
  - Summer Internships (Overload): \$422/hour
- Students entering Houghton in Fall 2021 and beyond who wish to take a Mayterm course will be billed \$250/credit hour for any course they might elect to take. Exceptions include: INTS 155: Science Honors II; EDUC 240: Teaching in Urban America (when required of education and music education majors); and preapproved summer internships. Students participating in these specific courses will not be charged additional tuition in May as long as the Mayterm hours do not exceed the 36-credit hour allowance for the academic year. Students in Science Honors, EDUC 240, and pre-approved summer internships should work with their advisor to reserve enough credits during the preceding fall and spring semesters so that they can include the Mayterm credits within the 36 allotted credits for the year.