

OFFICE OF EXPERIENTIAL EDUCATION

CB # 3504, 306 STEELE BUILDING, UNC AT CHAPEL HILL, CHAPEL HILL, NC 27599-3504

INTERNSHIP FOR EXPERIENTIAL EDUCATION CREDIT GUIDELINES

This document describes the objectives of Arts & Sciences Internship Program for Experiential Education academic credit. Upon approval of an internship, students will be enrolled for **one-hour of academic credit** in either an academic unit or, if the unit declines to sponsor an experiential education internship, the College's special studies (SPCL390, sec. 4). Students will receive a pass/fail credit the semester following the internship. *Please note that academic departments may have other policies for earning academic credit for internships that satisfy the experiential education requirement.*

Although the student's site supervisor and the faculty supervisor are actively involved in supporting and facilitating the internship process, **the student will work independently to meet the objectives of the internship.**

ELIGIBILITY

- ◆ You must be at least a second semester freshman with a minimum of one semester as a full-time student remaining before graduation. Transfer students, not yet matriculated, must provide a UNC – Chapel Hill acceptance letter and course schedule. Pre-freshmen cannot be approved for credit. **All internship proposals will be reviewed on a case-by-case basis.**
- ◆ You must have an overall GPA of at least 2.0.
- ◆ Environmental Science majors are not allowed by their department to receive Special Studies academic credit for internships. All other majors should check with their department to see if academic credit for their internship will be allowed.
- ◆ The internship organization must require that the student receive academic credit as a condition of participating in the internship. The site supervisor will be required to sign a document confirming this requirement.
- ◆ **No internship automatically qualifies for academic credit.**
- ◆ Interns must complete a minimum of 100 hours in the internship. The internship must have a verifiable “hands-on” work component as well as a strong academic component. Responsibilities must not be 100% clerical. Students cannot be “contract employees.” Direct sales internships cannot qualify for credit.
- ◆ An academic unit, or, if the unit declines to sponsor experiential education internships, the Office of Experiential Education must approve the Learning Contract before the internship begins and must approve satisfactory completion of all aspects of the contract at the conclusion of the internship.
- ◆ In certain cases, credit for experiential education internships either in academic unit or through SPCL390 may be awarded more than once over the course of a student's UNC-CH education.

STUDENT RESPONSIBILITY

Once an internship is secured and the student is aware that she/he is required to receive credit, a meeting with the undergraduate studies director of the student's major department (or the Director of Experiential Education if the department declines to sponsor the internship) is **REQUIRED** to complete the Internship Learning Contract. This form outlines all pertinent details of the internship. Once the proposal is completed, the site supervisor and faculty advisor must approve it.

Upon accepting an internship (verbally or in writing), the student is expected to fulfill the work experience. The student must complete all reports, projects, and proposals by the deadline (see table at end) and adhere to all guidelines. **If these conditions are not met, the student will fail the course.** The UNC-Chapel Hill Honor Code guidelines apply for this course.

SITE SUPERVISOR RESPONSIBILITY

The internship supervisor is the key to ensuring that an internship experience provides meaningful, “hands on” work. The internship must include a site supervisor who is full-time and who is able to allocate adequate time for consultation, guidance, and direction for the intern as she/he progresses through the experience. The site supervisor should provide meaningful feedback regarding the student’s performance. Although the content of these meetings will be subject to the working relationship, the supervisor should attempt to review the proposed goals to ensure that they can and are being met. UNC-Chapel Hill recommends meetings occur bi-weekly at a minimum. At the conclusion of the internship, the supervisor will be asked to complete a brief performance evaluation, which will be used in determining the student’s final grade.

ACADEMIC REQUIREMENTS

1. **Weekly Time Sheet:** Keep track of your hours each week and have your site supervisor sign off on them.
2. **Topic Approval/ Prospectus:** A one-page prospectus for a research paper and an annotated list of at least eight sources must be submitted by the student to the faculty advisor for approval with the Learning Contract. A reading load of 500 pages is suggested, but the actual length is to be agreed upon by the student and faculty advisor. The research paper is not meant to be a narrative or essay of your experience.
3. **Midterm progress reports** as required by faculty advisor.
4. **Research paper:** A paper of approximately 3,000 words in length on the topic outlined in the prospectus. It must include notations and a bibliography in the manner prescribed by the faculty advisor.
5. **Reflection Paper:** Write a 2-3page reflection summing up your internship experience based on your learning objectives.
6. **Internship Site Review:** Complete a 1 page follow up of your internship site.
7. **End of term evaluation:** Student arranges to have to site supervisor send an evaluation to faculty advisor.

ACADEMIC CREDIT PROCESS

Academic units will enroll all approved students the appropriate course for one hour of pass/fail credit; if an academic unit declines to sponsor an internship, the Office of Experiential Education will enroll approved students in Special Studies 390, sec. 4 for one hour of pass/fail credit. Once all academic requirements are submitted (see chart below for deadlines), the faculty advisor will assign the appropriate letter (P/F). The credit does not fulfill any electives or major/minor requirements, but it does fulfill the Experiential Education requirement.

APPLICATION MATERIALS

The following documents must be submitted to the undergraduate studies director of the student’s major department or, if the department declines to sponsor an experiential education internship, the Director of Experiential Education:

1. Completed and signed **Preliminary** Agreement (See Attached)
2. Completed Learning Contract with all appropriate signatures (See Attached)
3. List of major internship responsibilities and 4 learning objectives (about a paragraph each) attached to or included in the Learning Contract
4. An unofficial student transcript (grade summary from the UNC Registrar’s Student Central website) attached to the Learning Contract

IMPORTANT DATES (all dates are firm)

| | Completed Application Materials | Research Topic & Prospectus Approved | Mid-Term Progress Report | Research Paper, All completed materials |
|---------------------------|---|---|---------------------------------|--|
| Fall Internships | One month before end of Spring semester classes | Two weeks before end of Spring semester classes | As decided by faculty advisor | By the third week of the semester (or summer session) following the internship |
| Spring Internships | One month before end of Fall semester classes | Two weeks before end of Fall semester classes | As decided by faculty advisor | By the third week of the semester (or summer session) following the internship |
| Summer Internships | One month before end of Spring semester classes | Two weeks before end of Spring semester classes | As decided by faculty advisor | By the third week of the semester (or summer session) following the internship |

Neither the Office of Experiential Education nor the UCS endorses any internship; both urge students to use sound judgment in all of their interactions with organizations. UCS suggests that students request business references for unknown organizations prior to interviewing with them off campus. UCS advises students to interview in public places only.

University Career Services at the University of North Carolina at Chapel Hill is committed to ensuring that all eligible students, faculty and alumni are afforded every opportunity to participate in the activities offered by this office. If, due to a disability, you require reasonable accommodations to utilize our services, please contact our office at 919-962-6507 or at ucs@unc.edu and let us know how we may assist you.
