**The Hood College Internship Program**

**Definition**

**An internship is a unique opportunity for a student to complement his/her academic studies with experiential learning in a professional setting. There is no set standard structure or defined outcome.  Every internship is different.**

**Syllabus**

**Students will complete a learning agreement with their faculty and site supervisors that defines the internship’s learning objectives and strategies to be used achieving these goals. In addition to this, individual academic areas may carry specific requirements outlined in syllabi or related documents.**

**Grades**

**All internships are graded on a satisfactory/unsatisfactory basis. Whether a student satisfactorily completes an internship is to be determined by the faculty internship adviser. The criteria for what constitutes a passing grade should be clearly defined in the learning agreement. In cases of a grade dispute, the learning agreement will serve as the authoritative document.**

**Time commitment**

**Internships are also different from a traditional class in the time commitment required of a student. A student must work 40 hours at a site for each credit earned. Travel time and working on papers or projects assigned by your faculty internship adviser are not part of time worked. As an intern you cannot accrue time for holidays, sickness or vacation. All absences from the internship site must be approved by the on-site supervisor.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Credits** | **3** | **6** | **9** | **12** | **15** |
| **Hours to be worked throughout  the semester** | **120** | **240** | **360** | **480** | **600** |

**Travel**

**It is the responsibility of the student to arrange and pay for transportation to and from internship site. The student should carefully consider transportation cost and travel time before committing to a particular internship site.**

**Supplemental expenses**

**In fulfilling the expectations of the internships, the intern may incur expenses in addition to Hood's tuition and fees. These expenses are the exclusive responsibility of the student.**

**Academic Credit**

**Tuition and fees**

**Students doing an internship must pay the requisite tuition and fees just like any other course taken for academic credit.**

**Duration/schedule**

**Students may perform an internship during any of Hood’s academic terms. Fall and spring internships must be performed between the first day of classes and the last day of finals.**

**Summer internships may start the day after the last day of the spring classes and must end before the start of fall classes. If a site requests that a student work a schedule that does not fit these constraints, the faculty internship adviser must approve the variation.**

**Retroactive internships**

**Academic credit for internships may never be earned retroactively.  In order to earn credit, students must obtain approval from the College prior to beginning an internship.**

**Number of credits**

**Hood internships are offered in three-credit increments from three to 15 credits. The number of credits that a student can earn is limited by the field of study, the semester and the number of self-directed study credits already earned. Students should consult the course catalog and their academic/faculty advisor to determine any limits that may impact their internship choices.**

**Self-directed study limitations**

**Students may not take more than 27 self-directed study credits throughout their academic career; self-directed study credits in the major may not exceed 18.   
  
Total program  
Internships: maximum of 15 credits.  
Independent study: maximum of 12 credits.  
  
Major program  
Internships: maximum of 15 credits.  
Independent study: maximum of 12 credits, or 1/4 of the major field, whichever is less.**

**Application Paperwork, Process and Policies**

**To register for an internship, students must complete three forms. All of these materials may be picked up in the Center for Career Development. All three forms must be completed and returned to the Center for Career Development before the last day of the drop/add period.**

**Internship paperwork**

**Application for internship**

**This form records that a student is academically qualified to perform an internship. See Section III-C regarding Hood qualifications.**

**Learning agreement**

**This form details the responsibilities of all the parties involved in the internship: the on-site supervisor, the faculty internship adviser and, of course, the student. It reflects the student's goals for the internship, the outcomes expected and the requirements set by the faculty internship adviser. It is to the benefit of all parties that the agreement be as explicit in detail as possible. All three parties must sign the completed agreement.**

**Indemnity waiver**

**This is a legal requirement of the College for all students wishing to do an internship.**

**Internship Process and Policies**

**Multiple/successive internships**

**Students are permitted to do more than one internship in a given semester provided the self-study limitation is not exceeded. One complete set of internship paperwork must be completed for each internship site.**

**Successive internships**

**Students who wish to enroll for an internship across successive semesters may do so provided the self-study credit limitation is not exceeded. One complete set of internship paperwork must be completed for each semester.**

**Signatures**

**The application for internship and student learning agreement each require the written approval of many different people. Students are advised to consider the amount of time it will take to garner the appropriate signatures and reminded that all paperwork must be received by the Center for Career Development by no later than the last day of the add/drop period. To facilitate the application process, the Center for Career Development will accept faxed forms with signatures.**

**College-wide standards**

**To be eligible to complete an internship, the following College-wide requirements must be met:**

**Enrollment as a degree candidate at Hood College**

* **2.0 cumulative grade point average**
* **2.5 grade point average in the field in which the student wishes to intern**
* **Completion of 9 credits or three courses at the 200-level or above at Hood in the field in which the student wishes to intern**
* **If a student is applying for a 3- to 9-credit internship, 45 college-level credits must be completed prior to the start of the internship**
* **If a student is applying for a 12- or 15-credit internship, 75 college-level credits must be earned before an internship can start.**

**Departmental approval**

**Academic departments may have different requirements for doing an internship. Review the latest Hood College course catalog for details regarding internships in each field and speak to a faculty internship adviser for clarification.**

**International students**

**All international students who wish to do an internship must meet with the director of multicultural affairs to discuss and, if warranted, begin the INS mandated forms necessary for doing an internship.**

**Nondegree international students**

**The committee on academic standards and policies has approved internship enrollment to include nondegree international students studying through an exchange program at Hood. This is the only exception to the policy (of otherwise excluding nondegree students from qualifying for internships) and would not include nondegree students from any other category. Such being the case, qualifying nondegree international students would not need to meet the GPA or total credits requirements (listed on the internship application) in order to enroll for an internship.**

**Appeals**

**If a student does not meet the qualifications listed in section III-C, he or she may petition the committee on academic standards and policies for an exemption. Petition forms may be obtained in the registrar’s office. The student should include as much detail as possible and describe any special circumstances that would warrant an exemption. It is also advisable for the student to have his or her academic adviser or another member of the faculty who is familiar with the student's circumstances to write a letter of support to the committee on his or her behalf. The committee on academic standards and policies meets regularly to review appeals. The student will be notified of the committee's decision by the registrar's office.**

**Other options**

**If a student is not able to complete an internship for academic credit, he or she may choose to do a field experience for up to 3 credits as an independent study. The student will still need a faculty member to act as an independent study adviser, but there are no GPA requirements or deadlines and no application is required. More information about independent study can be obtained from the catalog, the registrar's office or a faculty member from the department in which the credits will be completed. In addition, an internship can be done just for the experience without receiving academic credit for it. Such internships are very useful for career exploration and preparation. An application is not required to do a noncredit field experience. The Center for Career Development has information on many internship opportunities that might be elected on a noncredit basis.**

**Internship Sites**

**Hood students are not placed in an internship. Instead, students must research internship options and find a suitable internship site on their own. The Center for Career Development staff will do everything it can to assist the student, but ultimately it is the student who is responsible for locating and securing a site.**

**Questions to consider before starting your research:**

* **What do I want to get out of my internship?**
* **Which organization will allow me to meet my internship goals?**
* **How will I get to and from my internship? Are my internship options limited by transportation?**
* **Do I have the time in my schedule to commit to doing an xx-credit internship?**

**Research**

**The Center for Career Development has organized a number of resources to assist students in their search. Students are encouraged to use the Handshake career platform at** [**https://app.joinhandshake.com/login**](https://app.joinhandshake.com/login)**.**

**The Career Center has lists all internship postings sent to the Center for Career Development. Students can search through these listings by major and location. The Center also hosts career fairs in the fall and spring semesters as well as other programs that allow students to meet employers who host interns.**

**When to Apply**

**Most competitive internships (e.g., The White House) have a very early application deadline. As soon as students have determined that they want to do an internship, they should begin the research and application process.**

**Applying to the prospective site**

**Each and every organization has a different application procedure, but most require a résumé and an interview. In reality, there is often very little difference between applying for an internship and applying for a job. The more polished and professional the applicant, the better the chance that he or she will be chosen. If students need assistance with preparing for any part of the application process, they should contact the Center for Career Development.**

**Doing an internship in the Baltimore area**

**If students do an internship in this area, the Center for Career Development may be able to assist them with some of the expenses. The Center for Career Development was recently been awarded a grant from the Constellation Energy Foundation for students doing internships in the Baltimore area. Stop by the Center for Career Development for more info and an application.**

**Student Responsibilities**

**Completion of all internship paperwork and registration**

**The student bears sole responsibility for insuring that all paperwork has been received by the Center for Career Development and that he or she is properly registered for the internship credits.**

**Commitment**

**In accepting an internship at an organization, a student is expected to commit to staying at the site for the period of time designated on the learning agreement. Students should not switch internship sites midway through their internship.**

**Problems**

**If a student encounters a problem during the course of an internship, the student’s first step should be to discuss the problems with his or her faculty internship adviser and/or the on-site supervisor.**

**Student Success at an Internship**

**Professionalism**

**Interns not only represent themselves, but also Hood College. Students are expected to display mature, professional behavior at all times. Students should be punctual, dress appropriately for the site and abide by all of the organization’s policies.**

**Communication**

**Student interns are required to communicate on a prescribed schedule with their faculty internship adviser. Students should also maintain a constant line of communication with their on-site supervisor.**

**On-site Supervisor Responsibilities**

* **Confer regularly with the student and his or her faculty internship adviser.**
* **Submit a written midterm and final appraisal of the student’s work to the Center for Career Development.**
* **Make necessary equipment, supplies and space available for the intern.**
* **Arrange a weekly work schedule that can accommodate the student’s academic responsibilities.**
* **Make available any materials that have been produced for the organization for review by the faculty internship adviser as an additional basis for grading the student’s performance.**
* **Carry worker’s compensation Insurance affording coverage to the intern in the event of on-the-job injury should it be established that an employer/employee relationship exists between the organization and the student.**
* **Any other responsibilities itemized on the learning agreement.**

**Faculty Internship Adviser Responsibilities**

**Establish the criteria for evaluating the internship by meeting with the intern and completing the learning agreement.**

**Communicate regularly with the student intern and his/her on-site supervisor.**

**The faculty internship adviser cannot serve as the on-site supervisor. The faculty internship adviser meets either by email, in person or via phone with the intern at the beginning and end of the semester and in between, in accordance with the following guidelines:**

|  |  |
| --- | --- |
| **Credit internship** | **Meetings per semester** |
| **3** | **3** |
| **6** | **4** |
| **9** | **5** |
| **12** | **6** |
| **15** | **7** |

**Terminating an Internship**

**Under unusual circumstances, any party involved in the internship may terminate the agreement. Because the internship is essentially a professional commitment, Hood strongly encourages students to fulfill their obligations to complete the full term of service at the site. Unfortunately, on rare occasions, the intern or the faculty internship adviser may determine that the internship site is not an appropriate learning experience, or the internship site may determine that the intern is not a good fit for their internship. In either case, any of the parties may decide to terminate the internship. If this occurs, notify the Center for Career Development immediately. Please note: If an internship is terminated for any reason, the student is responsible for following all procedures regarding adding/dropping credits and is responsible for all tuition, fees and penalties associated with credit coursework.**

**Student termination of an internship**

**The student may terminate the internship before the last date to withdraw from classes for the semester in which the internship is being performed. The student should have already notified his or her faculty internship adviser verbally of the problem, and steps should have been taken by both to rectify the situation. Steps could include:**

**A meeting between the student and the on-site supervisor, with or without the faculty internship adviser present, to discuss the issues;**

**A plan written together by the intern, the on-site supervisor and the faculty internship adviser to outline the issues and propose workable solutions; or**

**A discussion between the on-site supervisor and the faculty internship adviser about how to better meet the objectives of the internship.**

**If all remedies have been exhausted and the student wishes to withdraw from the internship, he or she must notify his or her faculty adviser, the on-site supervisor and the Center for Career Development in writing of this decision, and complete all necessary paperwork with the registrar to withdraw from the internship.**

**If an organization feels they have had a negative experience with a Hood intern, they may not consider other Hood students. If a student withdraws from an internship, it may be too late to work the required number of hours, classes that might be taken in lieu of the internship may be closed or it may be too late to enroll.**

**Faculty termination of an internship**

**The faculty adviser may terminate the internship if the intern's performance is substandard or if the placement does not serve the intern's interests. The faculty adviser should terminate an internship only after efforts to improve the situation prove futile. The faculty adviser must inform the Center for Career Development, the student and the on-site supervisor in writing of the termination. If a faculty adviser chooses to terminate an internship without student consent, she or he must provide written documentation of the student's substandard performance or unsuitability of the internship site. In the case of a site unsuitable, the faculty adviser should also provide suggestions for how the student can still earn the credits originally intended for the internship.**

**On-site supervisor termination of an internship**

**The on-site supervisor may request the termination of an internship if he or she finds the intern's performance unacceptable and all efforts to improve the situation fail. The on-site supervisor must notify the faculty internship adviser in writing of the reasons prompting the request. The faculty internship adviser is responsible for taking any administrative action required to terminate an internship, and for informing the Center for Career Development of the termination. If either the intern or the faculty internship adviser has found the site unacceptable, please notify the Center for Career Development.**