

POLICY

The College shall establish an Experiential Learning program of internships, externships, and/or apprenticeships designed to provide students with the opportunity to explore and enhance their academic and career goals. Programs may or may not include the opportunity to earn college credit that may or may not be applicable to their degree program. Select experiential learning opportunities may involve paid positions.

The college will endeavor to ensure that all workplace agreements for the referral, assignment, and placement of students contain a non-discriminatory assurance from all participating employers (internal and external) stating they do not discriminate on the basis of race, color, national origin, sex or disability.

Definitions

- Internship: A semester-long work experience for college credit.
- Externship: A short-term, (month or less), immersive experience designed to provide participants with hands-on exposure to a specific industry or profession.
- Apprenticeship: A voluntary arrangement between an employer (sponsor) and employee (apprentice), which provides on-the-job training and classroom instruction.

ADOPTED: May 26, 1987
Revised: May 28, 2020
Revised: June 29, 2023
Revised: February 20, 2025
Revised: March 27, 2025

REVIEWED: November 5, 1991

PROCEDURE

Internships, externships, and apprenticeships are offered in accordance with established guidelines.

GUIDELINES

Internship Process:

Step 1

Students will contact Career Services to discuss the internship process (including required paperwork, such as the Internship Agreement Form) and to obtain approval to participate in the program. Students will be responsible for locating their own internship sites; however, Career Services may have potential referral sites in their database. Career Services, in collaboration with Academic Affairs, will maintain a current roster of faculty, their disciplines, and their contact information as possible mentors. Career Services will assist the student in locating a Faculty Mentor.

Step 2

Students will meet with their Academic Advisor to determine if a proposed internship fits within their degree program. The Academic Advisor will verify that internship-seeking students have maintained at least a 2.5 GPA and have completed 30 credits toward their degree program (or 50 percent of their certificate program) in order to participate. Developmental classes are not calculated as part of the total number of credit hours. The student will also be instructed to select a one-, two-, or three-credit internship course, subject to all related fees and tuition.

Step 3

The Faculty Mentor is responsible for assigning related projects, communicating with the internship site supervisor throughout the experience, monitoring the student's progress, and issuing a grade at the end of the semester. The Faculty Mentor will discuss all related projects and requirements as well as the learning objectives with the student prior to signing the Internship Agreement Form.

Step 4

The Faculty Mentor, Site Supervisor, and student must sign the Internship Agreement Form, which outlines the terms of the internship. The Faculty Mentor is responsible for immediately contacting the related Academic Administrator to create the proper internship course section. The student will bring the registration form to Registration and Records to register for the course. Students who do not have the completed form should not be permitted to register for an internship.

Step 5

The Faculty Mentor will initiate the Mid-Term and Final Evaluation Form. This form will be submitted to the Site Supervisor for completion and returned to the Faculty Mentor.

Step 6

The Faculty Mentor will submit a final grade for the student at the end of the semester. The grading process, standards, and procedures will be the same as any credit course offered at the College.

Step 7

The Faculty Mentor is responsible for issuing and collecting the Post-Internship Evaluation Form following the internship. This will allow the student to provide feedback with regard to the site in particular and to the internship experience in general. This feedback will be valuable when managing the internship database and recommending sites to future students.

Externship Process:

Step 1

Students will contact Career Services to discuss the externship process (including required paperwork, such as the Externship Agreement Form) and to obtain approval to participate in the program. Students will be responsible for locating their own Externship sites; however, Career Services may have potential referral sites in their database. Career Services, in collaboration with Academic Affairs, will maintain a current roster of faculty, their disciplines, and their contact information as possible mentors.

Step 2: Research and Identify Opportunities

Externships are open to students who are looking to explore different career options. The College will recommend that students seek out externship opportunities in their field of interest.

- Determine your career goals and the type of externship that aligns with your interests.
- Look for externship opportunities through career centers, professional organizations, company websites, and networking.

Step 3: Prepare Application Materials

Application requirements vary but often include a resume, cover letter, and a statement of interest. Some programs may have prerequisites, such as relevant coursework or prior experience.

- Update your resume and tailor it to highlight relevant skills and experiences.
- Write a compelling cover letter that explains your interest in the externship.
- Gather letters of recommendation; when necessary.

Step 4: Participate in the Externship

Externships are typically structured as observational learning experiences but may also include interactive components such as shadowing professionals, attending meetings, assisting with projects, and participating in training sessions. The program may be hosted by local businesses and organizations, including government agencies, or nonprofit organizations.

- Arrive on time and dress appropriately.
- Engage actively, ask questions, and learn as much as possible.
- Take notes and observe company culture and workflow.

Step 5: Final documents

Prepare a summary of your externship experience that includes, but is not limited to, lessons learned, and identifying different career options as a result of your experience. A summary of externship experience will be submitted to career services.

Apprenticeships:

Apprenticeships will be managed in accordance with grant guidelines.