

## Academic Internship STUDENT POLICIES & GUIDELINES



### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

#### Academic Internship

This upper-level course is designed to facilitate and support a student's academic internship experience. The internship experience is intended to provide the student with a meaningful experiential opportunity related to his/her major and career goals. The internship serves as an opportunity for the student to develop industry knowledge and gain additional skills in preparation for post-graduation opportunities. The hours spent at the organization compose the majority of time required for this course. Each student will establish measurable learning objectives for the internship at the outset, as well as complete reflective assignments.

Students participating in academic internships (for-credit) must be aware of and respect all policies as outlined in the Delaware Valley University Handbook, as well as understand and observe the policies of their respective work sites. Violations of any policies, held by the University and/or the student's employers, will result in sanctions being imposed as indicated in the Student Code of Conduct.

In addition, students participating in academic internships must observe the following policies:

#### Prerequisites

- Must have successfully completed the Introduction to Experiential Learning *or* DelVal Experience II course.
- Minimum of 45 credits (15 completed at Delaware Valley University)
- Minimum 2.5 GPA cumulative
- Willing to participate in a work/learning experience
- Responsible ambassador for DelVal to the community

#### Academic Credit

The credits for this option, when chosen by student, are embedded in the four (4) credits for each Academic Department's Experience360 Program.

#### Credit Approval and Registration

Academic credit approval for an Academic Internship must be secured and the E360 Activity Application must be completed **BEFORE** the internship commences. **NO ACADEMIC CREDIT WILL BE AWARDED FOR AN INTERNSHIP RETROACTIVELY.** Please see *Academic Internship Registration Process* for more information.

#### Work Experience

As stated above, to ensure that the student receives proper credit for internship work, minimum employment standards must be met. An internship student must complete at least 120 hours over the course of the term registered for. *Some Academic Departments have attached a higher minimum quantity of hours per credit. Students should check their Academic Department Experience360 Requirements.*

- Animal Science – Livestock Science and Dairy Science = 75 hours/credit*
- Equine – Science, Breeding, Studies = 75 hours/credit*
- Small Animal Science, Conservation and Wildlife, Zoo Science = 56 hours/credit*

**You must be participating in your field-related experience over the course of the semester or term registered for.** If minimum employment standards are not met, the student may be denied credit and/or transcript notation for the Academic Internship. All students who do not meet these standards by the end of the semester are required to meet with the designated Faculty Instructor for evaluation. Internships must involve students working in a professional setting under the supervision and monitoring of practicing professionals. Student work responsibilities and roles should align with those described on the E360 Activity Application Form, as completed by the student during the registration process. Should these outlined responsibilities or roles change at any point during the Internship, the student is expected to contact their Faculty Instructor and/or the Center for Student Professional Development IMMEDIATELY.

### **Professionalism & Professional Expectations**

While participating in the Internship at the site, students are subject to the employer's rules and regulations. Employers are responsible for advising students of the policies governing the company's working conditions, hours, holidays and any other matter concerning employment. Students are expected to conform explicitly to these rules and regulations, and are subject to the same disciplinary codes employers apply to regular employees. In addition, students may be subject to action by the University for serious violations in the workplace.

Satisfactory performance during internship employment will include:

- Attendance and punctuality during agreed upon hours of work
- Acceptable performance of the technical and/or skills based aspects of the job
- Conforming to an employer's dress codes
- Adhering to an employer's personnel policies

### **Absence from Work**

Delaware Valley University has assured its internship employer partners that students are responsible and their work attendance will be regular and punctual. Students must notify their employers promptly in case of illness or other emergencies requiring them to be absent from work. It is also at the employer's discretion to allow the student to take time off. Internship students are expected to adhere to the holiday schedules of their internship employers, rather than University's holiday schedule (should they be different) when they are working.

In the event that an extended absence from work does not allow the student to complete the minimum hour requirements of the program, the student must meet with the Faculty Instructor for evaluation of the individual situation.

### **Withdraw/Resignation/Termination**

Students wishing to withdraw from the Internship course must do so prior to the course withdraw deadline. At the Instructor's discretion, students who do not complete the Academic Internship requirements (including required number of hours worked) may be assigned a final grade of Incomplete (I) for the current term.

Students who resign from their positions prior to the end of the academic term or are for any reason terminated from their position must IMMEDIATELY inform the Faculty Instructor *and* the Center for Student Professional Development. The Faculty Instructor will determine, through discussion with the student and employer, whether full or partial credit for the Internship course may be granted.

If students are experiencing issues at their site, they should immediately communicate the issues to their Faculty Instructor and the Center for Student Professional Development. The Faculty Instructor and CSPD staff will work to assist the student in navigating the situation.

### **Academics**

Students are expected to follow course outlines and to submit assignments in a timely and thorough manner. All internship students must maintain a 2.5 cumulative grade point average (GPA) while participating in the Internship program.

### **Course Load and Summer Fee**

Students who register for the Academic Internship course during Fall or Spring semesters should include these credits within their full-time maximum course load of 19 credits to maintain regular semester tuition fees and avoid overload charges. Students who choose to register for the Academic Internship course for the Summer or Winter term will incur a reduced fee per credit. Information on fees for Experience360 are available from the Bursars Office: <https://www.delval.edu/offices-services/bursars-office/tuition-for-undergraduates>.

## Intern's Academic Requirements

Delaware Valley University students participating in an internship for academic credit must complete the following requirements:

- Activity Application Form
  - Must provide four (4) Learning Objectives agreed upon by student and Site Supervisor
  - Must be verified by employer via electronic signature on form
- Preflection Action Plan Paper
  - Students must explain the process taken to develop their Learning Objectives (provided at time of Activity Application) with Site Supervisor and the plan to reach objectives, specifically, how Site Supervisor will support plan and objectives. Students should acknowledge how learning objectives relate to future goals, as well as the purpose and value of the internship opportunity and site.
- Bi-Weekly Journal & Guided Reflections
- Informational Interview Report
  - Students must complete two informational interviews with professional staff at the internship site; one of which must be with their direct supervisor. The Informational Interview Report is intended to enhance a student's understanding of their chosen profession/field, career goals and internship employer. Questions utilized for the interviews should focus on the interviewee's professional experience and relevant company information.
- Final Reflection Paper (including Exit Interview)
  - The Final Report is intended to focus on the student's professional development throughout the internship experience with special attention given to self-evaluation and the exit interview, as well as a thorough assessment of the *Learning Objectives* established during Activity Application.
- Student Evaluation
  - Student must complete evaluation form, evaluating self, experience and activity.
- Updated Resume
  - Each student will be required to complete an updated resume including their Internship experience.
- Hours Form
  - At the end of the semester, student will complete the Hours Form with employer electronic signature to verify hours completed over semester.
- Employer Evaluation / Exit Interview
  - All employer evaluations are included in the final grade and are administered by the CSPD electronically. It is recommended that the student receives this feedback during an Exit Interview. It is the intern's responsibility to ensure that the evaluation is reviewed with the supervisor in order to understand how this affects the internship course grade.
  - If the student's Site Supervisor does not have an email address (provided at time of Activity Application), the student must contact e360@delval.edu by the Hours Form due date (See Course Materials – Course Policies and Hours Form). The CSPD will then contact the Site Supervisor via postal mail or fax.