PRACTICUM AND INTERNSHIP

Purpose:
To establish University policy for student practicums/internships.

Scope:
Applies to all student practicums/internships.

Responsible Party:
Provost’s Office, 426-1202

I. Policy Statement

The University’s location in an urban area provides students with numerous opportunities for practical education which contributes to their academic development in areas including large international companies, small start-up businesses, state and federal agencies, and non-profit organizations.

II. Availability

Any student may apply for an internship (293, 493, and 590), provided that the student does not have a cumulative GPA lower than 2.0 (3.0 for 590). To enroll in 493, a student must have upper-division standing or approval of the Chair, the Internship Coordinator, and the Dean or Associate Dean of the college in which the internship is being offered. To enroll in 590, a student must have graduate standing.

III. Departmental Authorization

All departments of the university are authorized to offer internships. Individual internships must receive approval by the academic department whose course prefix is being used.

IV. Maximum Credit Allowed

No more than twelve (12) credits earned in internships (293 and 493) may be used to meet university graduation requirements. The Graduate Council establishes limits on the number of credits awarded for internship experience at the graduate level (590). Each department can establish their own credit limits for meeting departmental graduation requirements.
V. Application Procedure

Students must receive approval for their internship by the academic department’s internship coordinator whose course prefix is being used as described in the process below. Each academic department may have specific requirements that a student must meet in order to register for an internship. Students must register for their internship within the guidelines and timeframes set forth by the Registrar’s academic calendar as well as through the Career Center’s internship database.

The Registration process is as follows:

A. Students must meet with their department internship coordinator. The coordinator will evaluate the work students are doing to ensure that it meets department guidelines and determine how many credits the internship should be assigned. Students earn one credit for each 45 hours of work.

B. Students can access the “Internship Application for Academic Credit” on-line at the career center’s website at http://career.boisestate.edu. Students must complete and submit the form on-line.

C. Department Internship coordinators will be required to use the online internship database to approve and decline internships.

The University requires that a student participating in an internship must complete the on-line internship workshop found on the Career Center website which covers key areas of liability including: harassment and safety in the workplace. This workshop also provides information on professional etiquette in the workplace, communication, work ethic, and teamwork. Students will only be required to complete this workshop during their first internship for academic credit. This workshop must be completed within two weeks of the academic deadline for adding an internship for that term.

VI. The University will require that the internship be done in the term the student is receiving academic credit. As required by the federal Fair Labor Standards Act, students are not allowed to perform an internship or practicum solely as an unpaid worker or volunteer and as such the student must register for credit concurrent with the performance of the internship or practicum.

VII. Department internship coordinators will provide students with written documentation that details the internship expectations.

VIII. In order to assess progress and ensure a quality internship experience, the department internship coordinator will facilitate ongoing communication with the student during the internship.
IX. The Internship program will be evaluated by individual departments.