

Internship Application & Approval Policy

Career & Professional Development

Intent:

To complete an internship through the office of Career & Professional Development, the following policy and deadlines need to be followed. This policy applies to all courses with a course number of 288, 388, or 488.

Policy:

1. Students must complete the internship application paperwork with all the necessary approvals (Career & Professional Development), and be submitted to the Registrar's Office for enrollment, before starting internship hours.
2. The deadline for submission of an internship is the "Add" deadline at the beginning of each semester.
3. Internship hours/credits will not be assigned to past semesters. The Office of Career & Professional will NOT approve internships retroactively.
4. If fall and spring internship credits extend past one semester, the internship will show up as two separate internship classes; wherein the student must be either completing hours over both semesters, or be working internship hours in one semester and doing additional work / presentations / papers (agreed upon by the Faculty Internship Supervisor) in the second semester. The student will be charged an internship fee for both semesters and will receive a grade for each semester.
5. Summer internships may be tied to the fall semester only if the ending date of the internship extends into the fall semester. An internship that begins during the spring semester and extends into the summer months shall be handled as a spring internship. Internships which begin and end in summer will be connected to the summer session and incur all related tuition and fee charges.

Procedure:

1. The Internship Application form may be obtained from the Office of Career & Professional Development or online at <https://enc.edu/academics/center-for-student-enrichment/internships/>
2. The application needs to be completed, including all signatures from the student, Site Supervisor, Faculty Supervisor and the Director of Career & Professional Development.
3. The completed application gets turned into the Registrar's Office no later than the semester's class "Add" deadline.
4. Once the internship is added to a student's schedule, the internship can begin.
5. Petitions for exceptions to this policy must be filed with the Academic Standing Committee. Petition forms are processed through the Registrar's office.

History:

1. Proposed July 11, 2012
2. Reviewed by APC on August 23, 2012
3. Approved on August 24, 2012