Student hears about internships from CPD, Handshake, Career Fairs, Treks, faculty member, friends, parents

Student expresses interest in an internship

**CAS Dept/Program**
- Student meets with advisor, department internship coordinator, or other faculty
- Discuss academic vs. co-curricular internships
- Refer students to CAS coordinator and/or CPD to discuss zero-credit and co-curricular internships
- Discuss department/program requirements and faculty support role for credit-bearing vs. zero-credit internships
- If student has not targeted a specific internship, refer to CPD (optional: assist student with leads)
- Promote CPD’s “Internships 101,” Handshake, and one-on-one support

**CAS Dean’s Office**
- Student meets with CAS internship coordinator
- Discuss academic vs. co-curricular internships
- Refer students to faculty to discuss academic requirements and secure support for credit-bearing internship
- Discuss CAS coordinator’s support role for academic and co-curricular internships
- If student has not targeted a specific internship, refer to CPD (if possible, assist student with leads)
- Promote CPD’s “Internships 101,” Handshake, and one-on-one support

**Career & Prof Dev (CPD)**
- Student meets with internship support staff
- Discuss academic vs. co-curricular internships
- Refer students to CAS coordinator and/or faculty to discuss academic requirements and secure support for credit-bearing internship
- Discuss CPD’s support role for academic and co-curricular internships
- If student has not targeted or secured a specific internship, provide assistance
- Provide “Internships 101,” Handshake, and one-on-one support

**Academic, credit-bearing internship:**
- Offers high level of faculty engagement, integration of teaching/learning within and beyond the classroom
- Workload similar to that of other upper-division courses (on-site responsibilities supplemented with reading assignments, assessable work products, meetings with faculty supervisor, written self-evaluations, etc.)
- Student invests 40-55 hours per credit (per department/program expectations) and maintains a log of hours
- CAS coordinator and Career Center available to provide additional support

**Academic, zero-credit internship:**
- Might be appropriate for a student who already has taken at least one credit-bearing internship
- Might be appropriate for a student who cannot afford to pay excess credit fees or summer tuition
- Appears on transcript, so some faculty oversight is expected (e.g., pre-approval and final S/NS evaluation)
- Does not earn credit, so faculty involvement otherwise can/should be minimal
- CAS coordinator and Career Center provide almost all support (articulate goals, debriefings, etc.)
- Student should prepare, at minimum, a log of hours and short reflective essay for final evaluation purposes

**Co-curricular internship:**
- No institutional requirements of the student, no required support from GU (and no reliable means of tracking)
- Some students prefer because they want the freedom from institutional expectations
- No expectation of faculty involvement, but CAS coordinator and Career Center might provide support
Student chooses an academic internship
- International students must choose an academic internship
- Some employers require interns to enroll for credit (zero-credit may or may not be an option)

Student chooses a co-curricular internship
- Faculty member might agree to supervise the internship

Student secures an internship, discusses goals and responsibilities with site supervisor, agrees to a starting date
- Student chooses academic, zero-credit internship
- Faculty member agrees to supervise the internship

CAS coordinator agrees to supervise the internship
- CAS coordinator and student review site responsibilities, discuss student’s learning goals, self-reflection, any supplementary work, etc.
- CAS coordinator and student complete learning agreement
- CAS coordinator and student complete registration form to enroll for zero credit

Student submits learning agreement and zero-credit registration form to faculty advisor for review/approval
- Staff member provides advice on how to approach the co-curricular internship, encourages self-reflection, etc.
- Staff member and student record information for tracking purposes
- Student signs an agreement of responsibilities form and indemnity form

Student secures site supervisor’s signature on learning agreement
- Student signs internship release form
- Student submits registration form, copy of learning agreement, and release form to faculty advisor, Chair, and Dean’s Office for approval (Dean retains copy of registration form, copy of learning contract, and release form)
- Dean’s Office forwards registration form to Registrar
Student begins internship

- Faculty member allocates roughly 5 hours per credit to supervision of credit-bearing internship
- Faculty member and student meet, communicate regularly
- Faculty member assesses work products, provides ongoing feedback, support
- Faculty member secures and reviews site supervisor’s mid-semester evaluation

Student completes the internship

- Faculty member secures and reviews site supervisor’s final evaluation
- Faculty member assesses work products, reflective essay, log of hours, etc.
- Faculty member determines and submits final grade

Faculty member maintains file of internship supervision documentation for banking/compensation purposes

- CAS coordinator monitors progress of zero-credit internship, meets with student as needed
- Faculty member secures site supervisor’s final evaluation for zero-credit internship
- CAS coordinator collects reflective essay and any other materials from student (log of hours), checks for completion

CPD staff and CAS coordinator meet with student undertaking co-curricular internship as needed, support and advocate for student as needed

- Faculty member determines and submits final S/NS grade
- CAS coordinator submits final materials to faculty advisor (with S/NS recommendation)

CPD staff or CAS coordinator confirm and record completion of co-curricular internship, review materials as appropriate, offer debriefing