



Student Guidelines for Academic Internship Program

ACADEMIC INTERNSHIP COURSE REQUIREMENTS

Students participating in a VSB internship for academic credit must complete the following requirements:

- **Time** - For all VSB internships, completion of a minimum of **150 work hours** is required. **These hours can be completed over the course of a single academic semester or a minimum 8 week summer period.**
- **Learning Objectives** - Intern will establish, in conjunction with company supervisor, 3-4 Learning Objectives as a means of focusing his/her internship experience. The Learning Objectives form will be completed, initialed (by intern and company supervisor) and forwarded to the Clay Center at VSB within the first two weeks of the internship.
- **Daily Activity Log** - Intern will maintain a Daily Activity Log in which he/she will record dates worked, number of hours completed, nature of projects, tasks, responsibilities, etc., and relationship of activities to the Learning Objectives. The Log will be initialed by supervisor on a regular basis (i.e., once a week).
- **Final Paper*** - Intern is required to complete a 10-12 page final paper documenting:
 - o nature of the internship work (i.e., projects, assignments, responsibilities, etc.)
 - o process of meeting Learning Objectives
 - o relationship of internship experience to past and/or future academic coursework
 - o insights gained in regard to industry, profession, leadership styles, etc.
 - o possible professional opportunities and impact on student's career interests
 - o appendices may be attached that are outputs of work completed

**Intern must include his/her name, phone number, name of company and internship title on cover sheet.*

- **Evaluation** - Intern will complete a Student Evaluation to help determine the effectiveness of the internship experience, including assessment of work load, quality of supervision, professional development and the overall quality of the internship experience.
- **Grading** - Internships are graded on a Satisfactory (S)/Unsatisfactory (U) basis. Faculty chair of the appropriate academic area evaluates Learning Objectives, Daily Activity Log and Final Paper, reviews Employer Evaluation of student's performance and issues a grade of "S" or "U". If "S" is granted, 3 free elective credits are awarded for the internship at the end of the appropriate semester or summer.
- **Submission Deadlines** – The completed Learning Objectives form is due to the Clay Center at VSB within the first two weeks of the internship. Due dates for submitting Daily Activity Log, Final Paper (and supporting documents) and Student Evaluation to the Clay Center at VSB are:

Internship Completed	Documents due to Clay Center
Fall Semester	December 1
Spring Semester	May 1
Summer	September 1

The Clay Center at VSB, Bartley 1054

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