

INTERNSHIP CREDIT PROPOSAL PROCESS

Skidmore College

- **Internship Resources:** The Career Development Center (Starbuck Center) maintains an electronic library of internships. You can register for and access these listings by visiting the Career Development Center or through their web site: <http://cms.skidmore.edu/career/>. Many students locate their own internship sponsor through family or alumni contacts or simply by approaching an organization directly.
- **Academic Credit:** As you search for an internship source and construct the proposal, **keep in mind that you are seeking academic credit in a liberal arts context.** Thus, the internship activities need to provide links with your Skidmore education. The more that you and the on-site supervisor can identify informing concepts (theoretical as well as hands-on knowledge), the more likely the faculty are to support your endeavor for credit. Internships that are largely clerical in nature are not eligible for higher education credit. Also, refer to the *College Catalog* to see how much credit your sponsoring academic department has approved for a 299 or a 399-level internship.
- **Internships outside of the United States:** For internship credit while studying abroad, consult with the Office of Off-Campus Study and Exchanges (OCSE). Any proposal to earn internship credit at a location outside of the United States must go through a program in the country in which the student is completing the internship. The student can request to transfer the credit back to Skidmore. Students should have a faculty sponsor or academic institution in the country where they are completing the internship.
- **Proposal Process:** The internship proposal involves you in a three-way “contract” negotiation. The content description on the proposal needs to reflect an agreement that meets your interests, the expectations of a Skidmore faculty sponsor (who will evaluate the internship for credit and for a grade), and an on-site supervisor (who will guide your on-site activities). Your role in bringing about this agreement is fairly complex, but it is also educational. We can help you with the process if you give us enough lead time. It usually takes two to three weeks for a student to secure all the necessary information and approvals for an internship proposal.
- **Time Commitment and Proposal Deadlines:** You must meet established deadlines for submitting completed internship credit proposals to Pat Choukeir in Starbuck Center 201. **UNDER NO CIRCUMSTANCES WILL LATE PROPOSALS BE ACCEPTED!** Skidmore will not retroactively approve credit for experiences undertaken without the formal sponsorship and guidance of a Skidmore faculty member and without a completed internship proposal submitted **before** the commencement of the internship.
- **Winter Break:** Internships that meet contact hour and duration guidelines for 1-3 credits can be supported over winter break with faculty sponsorship. Be aware that faculty are generally not available during December and January; credit-bearing internships between terms are thus unusual. If credit is approved, the credit will be included as part of the student’s spring semester credit load. Per credit overload charges will apply for loads that exceed 18 credits. The Bursar’s Office will charge the (reduced) summer rate.
- **Costs and Registration:** Keep in mind that students will be charged the regular application and tuition fees, as is for any other credit-bearing course taken during the academic year or a summer session at Skidmore.

- **International Students:** If you are an International Student, you must check with Student Academic Services before submitting your Internship Credit Proposal as there may be Visa implications.
- **Incoming First-Year Students:** Incoming First-Year Students are not eligible to apply for internship credit before completing at least one semester in residence at the College.
- **Summer Session Tuition Rate:** For internships for credit the tuition is \$250 per credit hour.

~ Please see the detailed *Guidelines for Internship Credit* that is attached to this packet. ~

SKIDMORE COLLEGE INTERNSHIP CREDIT PROPOSAL

Student's Name: _____ Class Year: _____

Major(s): _____ Minor(s): _____

Are you an International Student (Please check one): Yes No

Will this be a paid internship (Please check one): Yes No

Summer Only – Is this a Skidmore funded internship (Please check one): Yes No

Cell Phone: _____ E-Mail Address: _____

Faculty Sponsor: _____ Dept/Prgm: _____

Faculty Advisor: _____ Dept/Prgm: _____

Most Recent GPA: _____ Cumulative GPA: _____

Descriptive Title of Internship: _____
(For example: computer graphics work at Image Master; or, loan analysis at Chase Manhattan; or, historic preservation at the State Museum)

On-Site Supervisor (name and title): _____

Name of Organization: _____

Address of Organization: _____

Phone: _____ FAX: _____ E-Mail: _____

Dates of involvement in the internship: Begin: ___/___/___ Conclude: ___/___/___

Term of Enrollment: Fall Term 201 ___ Spring Term 201 ___ Summer Term 201 ___

NOTE: Internship credit proposals reviewed by departments and programs must be submitted to Pat Choukeir in Starbuck 201 no later than the end of the first week of classes for the fall or spring semester. Summer internships must be submitted no later than the start of the appropriate summer session (dates will be posted on the Office of Academic Advising web site).

Total number of weeks for the internship: _____

Total number contact hours for the internship: _____

Time Commitment: In addition to the agreed upon research papers, journals or other assigned coursework, a one-credit internship requires no fewer than five weeks of active internship involvement and no fewer than 45 internship contact hours; a two-credit internship requires no fewer than five weeks and no fewer than 90 contact hours; a three-credit internship requires no fewer than five weeks and no fewer than 135 contact hours; a four-credit internship requires no fewer than six weeks and no fewer than 180 contact hours; a six-credit internship requires no fewer than ten weeks and no fewer than 270 contact hours; a nine-credit internship requires no fewer than 10-14 weeks and no fewer than 405 contact hours.

Type and amount of credit requested (complete A and B):

A) Internship course number and sponsoring department or program: _____

Please check the *College Catalog* for accurate course numbers (for example, MB399, PS399, SO299, IN100)

B) Number of semester hours: 1 2 3 4 6 9

* 1 credit options are available for IN100, AA299, AA399, DS399, ES299, ES399, EX299, EX399, MB299, MB399, PS399, RE299 and RE399 ONLY.

**2 credit options are available for IN100, AA299, AA399, DS399, ES299, ES399, EX299, EX399, PS399, RE299, and RE399 ONLY

***4 credit options are available for CS399, DS399, PS399, RE299 and RE399 ONLY)

Grading option:** Satisfactory/Unsatisfactory For a grade

****(The following internships are offered as S/U ONLY: AM299, AM399, AH299, AH399, AS399, BI299, BI399, CC399, CS399, EN399, ES299, ES399, EX299, EX399, GE399, IN100, PS399)**

IMPORTANT: The work for the internship must be completed and the grade submitted to the Registrar by the end of the term in which the student registered the internship credit. If no grade is submitted by the sponsoring faculty member by the grading deadline, the grade will be recorded as a “U” or “WF.”

Academic and experiential content of the proposed internship: *The student* must provide a specific description of the activities and responsibilities of the internship. A description is typically no more than one-page of typed text. Please include your name and date at the top of the sheet. The description should also indicate how the internship will enhance his/her liberal arts education. No vague or poorly written proposals will be accepted. **Must be typed.** Can be emailed to saa@skidmore.edu.

Means of evaluation: *The faculty sponsor* should describe the materials upon which he or she will assess the completed internship credit and assign a grade. Please include all papers, journals, or other coursework to be completed by the student. Include the faculty name, student name, and date. **Must be typed.** Can be emailed to saa@skidmore.edu.

On-Site Supervisor Statement: On letterhead preferably, the *on-site supervisor* should submit a signed letter confirming the internship. Please make sure it includes the start/end dates, days and hours interning and details the duties and responsibilities. This can be faxed to 518-580-5749 or sent by email to saa@skidmore.edu.

Please return completed proposal to:

Pat Choukeir
Starbuck Center 201
Skidmore College
815 North Broadway
Saratoga Springs, NY 12866

In signing below, we agree to the content description and to the means of evaluation:

Student signature: _____ **Date:** _____

Faculty sponsor approval: _____ **Date:** _____

Review by Faculty advisor: _____ **Date:** _____

Dept chair or Prgm director approval: _____ **Date:** _____

UNDER NO CIRCUMSTANCES WILL LATE INTERNSHIP CREDIT PROPOSALS BE ACCEPTED

For Office Use Only

- Date received
- All sections completed
- Student’s Cumulative Record Attached
- Internship Credits and Grade Option are permitted according to Catalog
- Student meets pre-requisites per Catalog
- For 399, student has a declared major with an advisor in the major
- Faculty Sponsor is from the department or program granting credit
- Student will not go over maximum of 12 internship credits
- Reviewed by the Associate Dean of the Faculty

Signature

Date

GUIDELINES FOR INTERNSHIP CREDIT
Skidmore College

I. GENERAL INTERNSHIP CREDIT CRITERIA

A. Internships undertaken for academic credit require a strong academic center, a set of organizing principles that will foster a particular discipline of mind. The central question is the value of the internship experience to higher education in a liberal arts and science context. Internships that are primarily clerical will not qualify for academic credit.

B. In addition to assigned coursework, internships must meet minimal contact hours requirements according to the following scale:

1 semester hour of credit: no fewer than 45 contact hours and no fewer than 5 weeks duration (IN100, AA299, AA399, DS399, ES299, ES399, EX299, EX399, MB299, MB399, PS399, RE299 and RE399 ONLY)

2 semester hours of credit: no fewer than 90 contact hours and no fewer than 5 weeks duration (IN100, AA299, AA399, DS399, ES299, ES399, EX299, EX399, PS399, RE299 and RE399 ONLY)

3 semester hours of credit: no fewer than 135 contact hours and no fewer than 5 weeks duration

4 semester hours of credit: no fewer than 180 contact hours and no fewer than 6 weeks duration (CS399, DS399, PS 399, RE299 and RE399 ONLY)

6 semester hours of credit: no fewer than 270 contact hours and no fewer than 10 weeks duration

9 semester hours of credit: no fewer than 405 contact hours and no fewer than 10-14 weeks duration

"Contact hours" are defined as hours actually spent on site performing the activities of an intern.

C. The amount of additional academic work assigned by the faculty sponsor should be commensurate with the number of credit hours for the internship.

D. The student's background preparation (formal course work, reading, research, co-curricular experience, and jobs or other internships) is especially important for 299 and 399 Professional Internships and plays a less important role in IN100 Exploration Internships.

E. Students proposing an internship must be in good academic standing, which is defined for this purpose as a 2.00 or better total GPA and not on academic probation.

F. Students proposing internships for credit must submit thorough, accurate, and lucid proposals to Pat Choukeir in Starbuck 201 by the established deadlines. The deadline for submitting all internship credit proposals is the third day of classes. **No late applications will be accepted.** For late requests to add internship credit, we will only consider unusual circumstances and only if cleared with the Associate Dean in advance. As with any course, a late drop or withdrawal will require approval from the faculty sponsor and the Committee on Academic Standing. Skidmore will not retroactively approve credit for experiences that were undertaken without the formal sponsorship and guidance of a Skidmore faculty member and without a completed internship application submitted **before** the commencement of the internship. The student is responsible as well for providing copies of the internship agreement to the faculty sponsor and on-site supervisor.

G. **FEES:** As a reminder, because this is a credit-bearing course, students will be charged the regular application and tuition fees during the academic year as well as during the summer session at Skidmore. Consult the Office of Special Programs for information on summer term fees and guidelines.

H. Internships should, whenever possible, involve the student in some expository writing beyond the keeping of a journal and will often include a research paper. Other material submitted to the faculty sponsor at the conclusion of the internship might include a portfolio or project of an appropriate nature.

I. A maximum of **twelve** semester hours of internship credit may be counted toward the student's degree program. All 399 internships count toward the Skidmore "maturity" requirement, and 299 and 399 internships (but not IN100) may count for "liberal arts" credit only as indicated in the *Catalog* under each departmental description of internships. Internship credit may count toward an academic major or minor if it is so indicated in the *Catalog* under each departmental and program description. Internship credits are offered on a graded (A-F) or Satisfactory-Unsatisfactory (S/U) basis as determined by the sponsoring department or program and indicated in the *Catalog*.

J. Internships may not be supervised by a member of the student's immediate family. One person may not serve as *both* the faculty sponsor and the on-site supervisor.

K. **Internships outside of the United States:** For internship credit while studying abroad, consult with the Office of Off-Campus Study and Exchanges (OCSE). Any proposal to earn internship credit at a location outside of the United States must go through a program in the country in which the student is completing the internship. The student can request to transfer the credit back to Skidmore. Students should have a faculty sponsor or academic institution in the country where they are completing the internship.

II. STUDENT RESPONSIBILITIES AND GUIDELINES

A. Responsibilities Prior to the Internship:

- 1) Explore resources in the Career Development Center as well as via the internet.
- 2) Discuss plans with a faculty member who might sponsor an internship. The faculty sponsor for an Exploration Internship (IN100) may be in any department or program, but the sponsor for a Professional Internship (299, 399) must be a member of the department or program in which the internship course is offered.
- 3) Contact a prospective on-site supervisor and, with the help of the faculty sponsor and the on-site supervisor, design a proposal (must be typed) that will promote direct involvement in the occupational, creative, or research field of the internship.

The student should do the following in designing the proposal:

- ✓ Define exactly what he or she will be doing as an intern.
- ✓ Specify goals and objectives and how background and responsibilities will help fulfill these objectives.
- ✓ Specify how much and by what means communication will occur with the faculty sponsor during the internship (**remember that a mid-point written communication between the sponsor and the student is required**).
- ✓ Indicate how the internship will be integrated with a liberal arts education and how it will contribute to intellectual and personal growth.

- ✓ Describe the exhibit, project, term paper, or other materials that will be presented to the faculty sponsor for evaluation of the completed internship. This material will usually include some expository writing. The amount of the assigned coursework should be commensurate with the number of credit hours for the internship.

4) Submit the proposal, **with all approval signatures** and supporting documents, to Pat Choukeir in Starbuck Center 201, no later than the established deadline.

5) The student must make and retain a copy of the proposal and provide a copy to the faculty sponsor and on-site supervisor.

B. Responsibilities during the Internship:

1) The student should conscientiously fulfill all the responsibilities defined in the internship proposal and expected of a motivated intern and serious college student. Significant lapses in meeting these responsibilities may result in termination of the internship and/or academic failure.

2) The student should keep a detailed record of goals, responsibilities, and accomplishments during the internship.

3) On a regular basis, the student should discuss his or her progress and performance with the on-site supervisor.

4) The student should maintain contact with the faculty sponsor by phone, letter, or in person. This contact with the sponsor must include the student's written mid-point assessment of the internship.

C. Responsibilities After the Internship:

1) Present the term paper, project, exhibit, or other materials to the faculty sponsor for discussion and evaluation of the internship. The student must meet the pre-established deadlines for submitting all required materials.

2) The student must remind the on-site supervisor to write an evaluation of the intern at the conclusion of the internship and submit to the faculty sponsor. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit.

III. RESPONSIBILITIES OF THE FACULTY SPONSOR

A. The faculty sponsor should be qualified by current or previous professional or job experience, or by department or program affiliation, to guide and evaluate the internship activity.

B. The faculty sponsor should be prepared to fulfill the following responsibilities:

- ✓ To judge the proposed internship for its learning objectives, methods, and evaluation criteria for higher education credit in a liberal arts context.
- ✓ To consult with the prospective on-site supervisor concerning their mutual interests in the supervising and guiding of the student. Phone calls, e-mails, or letters exchanged during the placement period are encouraged to achieve effective contact between the on-site supervisor and the faculty sponsor.
- ✓ To assist the student in drawing up a reading list of materials pertinent to the proposed internship.

- ✓ To supervise and approve the formal internship proposal, which the student then submits either to the Department Chairperson or Program Director (for 299 or 399 internships) or to the Associate Dean of the Faculty (for an IN 100 Exploration Internship).
- ✓ To communicate with the on-site supervisor and the student intern during the course of the internship.
- ✓ To evaluate and grade the student's internship experience, taking into consideration the on-site supervisor's evaluation (the form is given to the on-site supervisor by the student intern), the student's written and oral evaluation of the experience, and the student's paper or project. Sponsors must submit an S/U or letter grade (according to individual department or program policy) to the Office of the Registrar by the established deadlines for the appropriate term of study.
- ✓ To provide the Associate Dean of the Faculty, upon request, with a brief written assessment of the success and educational value of the internship (the Associate Dean is responsible for the overall quality of the program and, in partnership with the Office of Career Services, for cultivating internship resources). The Associate Dean of the Faculty will report periodically to the Curriculum Committee and the Committee on Educational Policies and Planning on issues related to the academic quality of internships.

C. Since the faculty sponsor's responsibility for the overall quality and evaluation of the internship experience is a time-consuming commitment, no faculty member engaged in full-time teaching may sponsor more than five internships in a single academic term. Departures from this maximum workload must be approved by the Associate Dean of the Faculty. During a summer term, and in the absence of other teaching responsibilities, a faculty member may sponsor as many as fifteen internships.

IV. GUIDELINES FOR THE ON-SITE SUPERVISOR

A. The on-site supervisor must clearly be qualified by professional experience and affiliations, job status, professional credentials, etc., to guide and evaluate the internship activity. The student's parent(s) or an immediate family member may not serve as the on-site supervisor.

B. The on-site supervisor is asked to meet the following expectations:

- ✓ To consult with the student applicant and the faculty sponsor concerning their expectations and plans.
- ✓ To review the description of internship content on the student's proposal form, and submit a letter detailing the student's duties, in time for the student to meet proposal deadlines. Note that the letter from the on-site supervisor must be attached to the internship proposal, or faxed to 518-580-5749.
- ✓ To provide appropriate professional guidance and instruction to the student during the internship.
- ✓ To ensure that the internship closely matches the agreed upon activities and learning experiences. Major departures from the approved plan must be reviewed by the faculty sponsor (and, in the case of IN-100 Exploration Internships, by the Associate Dean of the Faculty).
- ✓ To write an evaluation of the intern at the conclusion of the internship and submit this appraisal to the faculty sponsor. The on-site supervisor's evaluation of the intern is an important component of the faculty member's evaluation of the project for academic credit.

C. The on-site supervisor is not responsible for providing housing for or remuneration to the student intern. The student intern remains responsible for his or her general well-being, health, and living expenses. An internship may, however, become a paid position if the supervisor so desires.

Endorsed by the Committee on Educational Policies and Planning, Spring 2007

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