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**Franklin University**

**Internship Manual**

**Franklin University**

**201 S. Grant Ave.**

**Columbus, OH 43215**

[**www.franklin.edu**](http://www.franklin.edu)

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# Introduction

**DESCRIPTION**

An internship is a unique learning experience that integrates academic studies with practical work experience.

**PROCESS**

To start the process, the student should check with an Academic Advisor for the most up-to-date list of programs for which internships are available. Generally, a student may participate in any internship as long as the prerequisites for that internship are met. For example, a BSAD student may apply for a marketing internship as long as the student meets the prerequisite requirements for the marketing internship. An international student on an F-1 visa is eligible only for an internship in their major area or graduate coursework.

With proper completion of requirements, a student may earn between one (1) and four (4) hours of major area, university elective or graduate coursework credit, as determined by the Academic Supervisor (program chair or designee). (See page 21 for guidelines in determining the number of credit hours that can be awarded.) Tuition is charged based on the standard undergraduate or graduate tuition rate. Undergraduate internships are listed as a 15-week course. Graduate internships are listed as 6- or 12-week courses. The internship dates are not required to align exactly with the trimester schedule.

**DEFITINITION OF TERMS**

*Academic Advisor* The student’s assigned Franklin advisor on academic matters.

*Program Chair*  The head of an academic program

*Academic Supervisor* The designee from the academic program who will help guide the student through the internship.

*Internship Supervisor* The person assigned by the employer offering the internship who will supervise the student through the work of the internship while on the job.

**REQUIREMENTS**

Prerequisites vary depending on the internship field. To apply for an internship, undergraduate and graduate students are required to have a minimum cumulative grade point average (GPA) of 2.5 and 3.0, respectively. See individual prerequisites in the current Academic Bulletin under Course Descriptions. The Academic Supervisor may choose to adjust the requirements to accommodate a student with extenuating circumstances.

Throughout the internship the student is encouraged to treat all people with respect without regard to age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familiar status, disability, veteran or military status and be committed to following ethical guidelines and laws concerning confidentiality and professional practice as prescribed by the employer.

**GETTING STARTED**

The student will consult his/her Academic Advisor for guidance through the process of applying for an internship. The Academic Advisor will also provide contact information for the Academic Supervisor who will be responsible for the student during the internship.

At least one week prior to beginning internship employment, the student must have completed all steps required for approval as described in this Internship Manual and be registered for internship credit. **Credit will not be given for (a) work begun before approval of the internship, (b) work already completed or (c) for current employment.**

# Internship Action Items

**Step 1:** The student consults with an Academic Advisor in Student Services to discuss internship credit, prerequisites, and GPA requirements. The Academic Advisor will provide the student with a copy of this Internship Manual. The student should read this Internship Manual carefully.

**An international student in F-1 status with questions about Curricular Practical Training (CPT) must consult with an International Advisor at the Office of International Services and Programs (OISP) regarding eligibility and immigration status requirements. (See Appendix F).**

**Step 2:** The student acquires an internship. Suggested resources include:

* Internship website sponsored by the local Chamber of Commerce (e.g., <http://columbusinternships.com> ), contacts made through personal and professional networking or direct company contact
* Internship directories (available through the library or the Internet)
* Other information is available by contacting your Academic Advisor.

**Step 3:** The student meets with the Internship Supervisor (the person who will directly supervise the student’s work at the internship site) to:

* Discuss the learning objectives for the internship.
* Complete the Internship Information form.
* Discuss information needed to complete Internship Application & Learning Agreement (Appendix A) and obtain the signature of the Internship Supervisor on the form.
* Obtain an Internship Offer Letter from the Internship Supervisor authorizing the internship.

**Step 4:** The student schedules a meeting or phone call with the Program Chair to discuss the internship application and determine eligibility of the internship for credit. (The Program Chair may designate another professor as the Academic Supervisor for the internship.) Provide the Program Chair (or designee) with the Internship Application & Learning Agreement (Appendix A).

* Discuss the draft of the learning objectives attached to the Internship Application and Learning Agreement. If requested by the Academic Supervisor, the student will revise the Internship Application & Learning Agreement to reflect the results of this discussion. Note that these learning objectives are likely to expand during follow-up meetings between the student and the Academic Supervisor where new learning opportunities will be explored.
* If the Program Chair (or designee) approves the internship for credit, he or she will sign the Internship Application & Learning Agreement. Upon approval, the Program Chair or designee will serve as the Academic Supervisor for the duration of the internship. Note that the Program Chair will also need to approve the internship if the student is working with a faculty member (Academic Supervisor) designated by the Program Chair.
* Schedule additional meetings with the Academic Supervisor and determine the due date of the Internship Portfolio (see Appendices B & G).

**Step 5:** The student submits the signed Internship Application & Learning Agreement (Appendix A) to an Academic Advisor who will register the student for the internship. **An international student on an F-1 visa must also apply for Curricular Practical Training (Appendix F) with the Office of International Services and Programs (OISP) in order to request authorization to work off-campus. The Curricular Practical Training Application must be submitted to OISP at least one week before employment is scheduled to begin.**

**Step 6:** The student begins the internship. During the internship, the student:

* Completes all required activities and assignments as determined by the Internship Supervisor and the Academic Supervisor.
* Maintains an Internship Portfolio containing the following required materials:
* Forms
  + Internship Application & Learning Agreement (Appendix A).
  + Meeting & Communication Plan (Appendix B)
* Log of work and learning accomplishments
* Work sample(s) screened for confidential or proprietary information
* Evaluations (See syllabus for more details) (Appendix G)
* Final Internship Portfolio Report
* Meets periodically with the Academic Supervisor to discuss progress toward completing the learning objectives. As learning is accomplished, the student will likely become exposed to additional areas for learning that will need to be discussed with the Academic Supervisor and added to the scope of learning for the internship.

**Step 7:** The student completes the internship and requests a formal Performance Review with the Internship Supervisor. The evaluation form (Appendix C) is used to facilitate this discussion and once completed, the form becomes part of the Internship Portfolio.

**Step 8:** The student schedules a final meeting with the Academic Supervisor to review the completion of all requirements as documented in the Internship Portfolio.

**Step 9:** The Academic Supervisor evaluates the Internship Portfolio, discusses learning accomplished, and completes the Academic Supervisor Evaluation of the Student form (Appendix D). Each program may have additional requirements such as an oral or written presentation. Upon completion of this meeting, the Academic Supervisor submits the final grade for the student’s internship.

**For specific assignment guidelines and complete details on how the internship will be evaluated and credit awarded, please refer to the Evaluation section of the Internship Syllabus. (Appendix G)**

# Appendix A – Internship Application & Learning Agreement

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student name: | | | | | | |
| Student ID number: | | | Major: | | | |
| Evening phone: | | | Day phone: | | | |
| Email: | | |  | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Dates of internship: | From: | | | To: | | Trimester of internship: | |  | | | | Academic discipline of internship: | | | | | | Credit hours desired for internship  (1-4 hours, awarded at sole discretion of  program chair or designee): | | |  | | | | | | | | |
|  | | | | | | |
| TO BE REVIEWED & APPROVED BY THE STUDENT’S ACADEMIC ADVISOR | | | | | | |
| Internship credit will be applied as  (circle one): | | **Major Area Elective --- University Elective --- Graduate Coursework** | | | | |
| Additional credit hours this trimester (excluding proposed internship hours): | | | | | | |
| Current cumulative grade point average: | | | | | | |
|  | | | | | | |
| Prerequisite course(s) taken: | Letter grade: | | | Prerequisite course(s) taken: | | Letter grade: |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  |  | | |  | |  |
|  | | | | | | |
| * I certify that this student meets all academic requirements for an internship and that the   above information is correct. | | | | | | |
| * Student does not meet all academic requirements but is petitioning for consideration for   internship credit. (The student should provide supplemental information in response to   the deficiencies.)   The following requirements were not met: | | | | | | |
|  | | | | | | |
| Academic Advisor: | | | | | Date: | |

**Student name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appendix A – Internship Application & Learning Agreement (cont.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of **company or organization** sponsoring the internship: | | | |  | | |
| Name of Internship Supervisor: | | |  | | | |
| Phone: | |  | | | Email address: |  |
| Company address: |  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Academic Supervisor: | |  | | |
| Phone: |  | | Email address: |  |

The student must attach the following information as part of the Application. **Note: The Internship Supervisor must sign the following page prior to the student’s meeting with the Academic Supervisor.**

|  |
| --- |
| **DESCRIPTION OF INTERNSHIP** |
| * Describe in detail the planned job duties including any special projects and/or assignments |
| * Attach a copy of the verification of the job offer letter from the sponsoring company or organization. |

|  |
| --- |
| **ACADEMIC GROWTH** |
| * Provide a listing of completed coursework that is related to the internship. |
| * Prepare a list of specific learning objectives. This list will be reviewed throughout the internship with the Academic Supervisor and will be modified as new learning opportunities arise. |

|  |
| --- |
| **PERSONAL GROWTH** |
| * What are your personal growth and interpersonal effectiveness goals? |
| * What are your strengths and how do you plan to apply them during this internship? |
| * What areas of your work performance need to be developed? How would you like the individuals involved in this internship to help you achieve your goals? |

|  |
| --- |
| **SUPERVISION** |
| * Describe the supervision to be provided at the work site and from Franklin University. Include the kind of instruction, training, or consultation you will receive, as well as the method and frequency of supervision expected from the Internship Supervisor. |

|  |
| --- |
| **OTHER** |
| * Will you be compensated for your work? How many hours will you be scheduled to work each week? Be specific. |
| * Apart from the Internship Portfolio, how will your work or learning experiences be evaluated? For instance, will the company or Internship Supervisor be providing you with standard corporate evaluations? If additional forms are being used, provide samples with your application. |
| * Provide any additional information that you feel is important to supervising and evaluating your internship. |

**Student name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| By signing this form you agree to the conditions of the internship as outlined in the Internship Manual and the attached application and learning agreement.  **This must be signed in the order designated below. Do not sign if the line above does not have a signature.** | | | | | | | |
| I have attained an internship and request permission to pursue academic credit for this internship. | | | | | | | |
| Student: |  | | | | | Date: |  |
|  | | | | | | | |
| I will supervise this student’s work through the course of his/her internship at the internship site. | | | | | | | |
| Internship Supervisor: | | | |  | | Date: |  |
|  | | | | | | | |
| I approve this internship for academic credit for this student. | | | | | | | |
| Program Chair: | |  | | | | Date: |  |
|  | | | | | | | |
| I have been designated by the Program Chair to support this student in meeting academic requirements. | | | | | | | |
| Academic Supervisor: | | | |  | | Date: |  |
|  | | | | | | | |
| I have determined that this student is eligible for Curricular Practical Training. | | | | | | | |
| International Academic Advisor  (if applicable)\*: | | | | |  | Date: |  |
|  | | | | | | | |
| I have received the necessary documents to process this student’s registration for internship credit. | | | | | | | |
| Academic Advisor: | | |  | | | Date: |  |

**\*International students on F-1 visas must apply for Curricular Practical Training with the Office of International Services and Programs (OISP) in order to request authorization to work off-campus.** The Curricular Practical Training application materials (see Appendix F) must be submitted to OISP at least one week before the internship (employment) is scheduled to begin.

The student must return the completed Internship Application & Learning Agreement to an Academic Advisor who will submit the original to the Registrar’s Office to complete the registration for the internship. The Academic Advisor will make copies of these forms for the student’s file.

# Appendix B – Meeting & Communication Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student name: |  | | | |
| Student ID number: | |  | | |
|  | | | | |
| TO BE COMPLETED WITH THE ACADEMIC SUPERVISOR | | | | |
| Item | | | Date Due | Completed / Actions Taken / Notes |
| 1. Meetings Scheduled – face-to-face, teleconference, web conference, or email check-in. (minimum 3 for 1-2 credit hours, minimum 5 for 3-4 credit hours.)   * Final evaluation meeting at conclusion of the internship  (See Appendices C, D, and E) | | |  |  |
| 2. Internship Portfolio Review   * Forms * Log * Work Samples * Assessment of Learning Outcomes * Evaluations * Final Reports | | |  |  |

# Appendix C – Internship Supervisor Evaluation of Student

**Copy for Student’s Internship Portfolio**

|  |  |  |
| --- | --- | --- |
| Student name: |  | |
| Student ID number: | |  |
|  | | |
| TO BE COMPLETED BY INTERNSHIP SUPERVISOR | | |

To evaluate the student’s performance, please complete the following evaluation, which will be used to provide feedback to the student regarding his/her ability to apply skills in a workplace setting. This form may be replaced by the form normally used by the organization to evaluate full-time employees.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Evaluation Period: Please note the beginning and ending dates of the internship:  Sign Name  Date | | | | | |
|  | to |  | Year |  |

Please indicate the student’s level of performance in each of the following categories by circling the appropriate response according to this scale:

|  |  |  |
| --- | --- | --- |
| Excellent (E) |  |  |
| Above Average (AA)  Average (A)  Below Average (BA) |  |  |
| Poor (P) |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I. SETTING – The Student Intern: |  |  |  |  |  |  |
| 1. Understood and adhered to the policies and procedures of this work setting. | P | BA | A | AA | E | N/A |
| 2. Used resources of the setting. | P | BA | A | AA | E | N/A |
| 3. Functioned cooperatively with coworkers. | P | BA | A | AA | E | N/A |
| 4. Organized and planned time and work. | P | BA | A | AA | E | N/A |
|  |  |  |  |  |  |  |
| II. PRACTICE – The Student Intern: |  |  |  |  |  |  |
| 1. Developed constructive relationships with clients and coworkers. | P | BA | A | AA | E | N/A |
| 2. Translated theoretical knowledge into practice. | P | BA | A | AA | E | N/A |
| 3. Pursued and coordinated utilization of resources. | P | BA | A | AA | E | N/A |
| 4. Gathered and organized pertinent data. | P | BA | A | AA | E | N/A |
| 5. Formed appropriate judgments. | P | BA | A | AA | E | N/A |
| 6. Implemented practical ideas. | P | BA | A | AA | E | N/A |
| 7. Communicated effectively. | P | BA | A | AA | E | N/A |
|  |  |  |  |  |  |  |
| III. PROFESSIONAL SELF – The Student Intern: |  |  |  |  |  |  |
| 1. Demonstrated a disciplined sense of self including timely and engaged work attendance. | P | BA | A | AA | E | N/A |
| 2. Showed professionalism at all times, including adhering to any and all ethical standards. | P | BA | A | AA | E | N/A |
|  |  |  |  |  |  |  |
| IV. SUPERVISION – The Student Intern: |  |  |  |  |  |  |
| 1. Recognized the learner role. | P | BA | A | AA | E | N/A |
| 2. Transferred learning from one experience to another. | P | BA | A | AA | E | N/A |
| 3. Was receptive to and used supervisory help when making decisions. | P | BA | A | AA | E | N/A |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **P = Poor** | **BA = Below Average** | **A = Average** | **AA = Above Average** | **E = Excellent** | **N/A= Not Applicable** |

V. SUMMARY

Satisfactory performance means the student consistently met the expectations outlined in the Internship Plan. Overall, the student’s performance was: (Circle one)

Satisfactory Unsatisfactory

VI. SUPPORTING COMMENTS: (Attach extra sheets if needed.)

|  |
| --- |
| Please provide a narrative summary of the student’s strengths and weaknesses as demonstrated during this Internship. Include a brief description of the activities in which the student participated and any clarifications of the ratings given on this evaluation. |

I have reviewed this evaluation:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Internship Supervisor: |  | Date: |  |
| Signature of Student: |  | Date: |  |
| Signature of Academic Supervisor: |  | Date: |  |

*All forms in the Internship Manual, all assignments required in the Internship Syllabus, and any additional forms required by the company must be included in the Internship Portfolio to successfully complete the internship.*

# Appendix D – Academic Supervisor Evaluation of Student

|  |  |  |
| --- | --- | --- |
| Student name: |  | |
| Student ID number: | |  |
|  | | |
| TO BE COMPLETED BY ACADEMIC SUPERVISOR | | |

Address the following issues when evaluating the student’s internship:

I. Meetings Scheduled

* Did the student attend all meetings? Yes
* Was he/she punctual? No
* Was the student prepared for the meetings? Yes

No

* Was he/she punctual? Yes

No

II. Internship Portfolio Component

* Log
  + Did the student keep a log describing the internship experience and progress toward expected learning outcomes? Yes

No

* + Did the student submit his or her log for review? Yes

No

* Work Samples
  + Did the student provide relevant samples of the work he or she did during the internship? Be sure that no company confidentiality is breached.

Yes

No

* Final Report
  + Did the student’s final Internship Portfolio include all the required components?

Yes

No

III. Additional Feedback

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Academic Supervisor: |  | Date: |  |
|  |  |  |  |
| Signature of Student: |  | Date: |  |

*All forms in the Internship Manual, all assignments required in the Internship Syllabus, and any additional forms required by the company must be included in the Internship Portfolio to successfully complete the internship.*

# Appendix E – Student Evaluation of Internship Supervisor

|  |  |  |
| --- | --- | --- |
| Student name: |  | |
| Student ID number: | |  |
|  | | |
| TO BE COMPLETED BY STUDENT | | |

**It is not required that this information be shared with the Internship Supervisor.**

You must attach typed responses to this form addressing the following:

1. List on-the-job activities that helped you accomplish your approved internship proposal outcomes.
2. How well was your Internship Supervisor able to assist you in accomplishing the outcomes that were included in this internship? If one or more of your outcomes were not accomplished, explain why using specific examples.
3. In what ways, if any, did your Internship Supervisor assist you in taking a new direction or in expanding your experiences beyond your approved internship proposal?
4. Describe your overall satisfaction with the work-site supervision you received.
5. Did you receive appropriate and timely feedback? Explain.
6. Was your training adequate? Explain.
7. Would you recommend this internship to another student? If your answer is yes, how would you describe this particular internship and the process to another student? If no, what specifically did not make this a good experience for you.
8. Additional comments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Print Name |  | Sign Name |  | Date |
|  |  |  |  |  |

*All forms in the Internship Manual, all assignments required in the Internship Syllabus, and any additional forms required by the company must be completed to successfully complete the internship.*

# Appendix F – Curricular Practical Training

**\*For international students on F-1 visas only\***

|  |
| --- |
| PART A: GENERAL INFORMATION |

International students in F-1 status may be eligible to pursue an internship that is directly related to their major area of study or graduate coursework to meet academic requirements for the academic program listed on their Form I-20. To be eligible for an internship, F-1 students must comply with academic requirements (see Appendix G and immigration requirements). To meet immigration requirements, F-1 students must receive authorization for Curricular Practical Training (CPT).

Curricular Practical Training is intended to provide hands-on practical work experience in situations where the work serves as an integral part of a student’s academic program, prior to the completion of that program. Franklin University defines Curricular Practical Training as an internship for college credit. Students that have been in F-1 status for at least nine months may apply to participate in this type of training.

F-1 students may pursue part-time or full-time Curricular Practical Training during their academic program. Full-time Curricular Practical Training consists of an internship in which the student is employed for more than 20 hours per week. Students who have received authorization for full-time Curricular Practical Training for one year or more are **ineligible** for Optional Practical Training (OPT). Part-time Curricular Practical Training consists of an internship in which the student is employed for 20 hours or less per week, and does not impact eligibility for OPT.

**NOTE:** *Curricular Practical Training entailing employment of 20 or fewer hours per week requires concurrent full-time course work to maintain status as a full-time student.*

In order to be eligible for Curricular Practical Training the following must be met:

1. The employment meets the definition of Curricular Practical Training as being “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” *8 C.F.R. § 214 (f) (10) (i)*
2. The employment must be “an integral part of an established curriculum.”

*8 C.F.R. § 214 (f) (10) (i)*

1. The employment must be a temporary internship through an employer and not a permanent employment position.
2. The internship must be for college credit as an integral part of a student’s academic program. It must be endorsed and monitored by the student’s academic department.

**Authorization Procedure**

Curricular Practical Training is authorized by an International Student Advisor in the Office of International Services and Programs (OISP). A new SEVIS Form I-20 will be created with an endorsement indicating, “full-time (or part-time) Curricular Practical Training authorized for

(­employer) at (location) from (date) to (date).”

*F-1 students may not begin Curricular Practical Training until the Form I-20 has been endorsed to indicate authorization. International students must not continue employment beyond the date authorized. For an extension of Curricular Practical Training, please see International Services and Programs (OISP)* ***before*** *the end date of the authorized employment.*

**The student may engage in Curricular Practical Training upon receipt of the endorsed Form I-20.**

For more information about meeting immigration requirements for Curricular Practical Training, contact the Office of International Services and Programs at 877-341-6300 or [oisp@franklin.edu](mailto:oisp@franklin.edu).

|  |
| --- |
| PART B: APPLICATION MATERIALS |

In order to apply for work authorization, bring the following to the Office of International Services and Programs (OISP):

1. Passport;
2. I-94 card;
3. Form I-20;
4. Employer offer letter **on employer’s letterhead** that includes the following:
5. The job description
6. The start date and end date of internship
7. The number of hours that will be worked per week
8. The name and address of the employer
9. Completed Franklin University Internship Application & Learning Agreement (Appendix A)

The application materials should be submitted to OISP at least one week before the employment is scheduled to begin.

# Appendix G – Undergraduate Internship Syllabus

**Course Description**

An internship provides qualified students with an opportunity to receive academic credit for supervised professional training, and experience in an actual work environment. This internship is an ongoing seminar between the student, the Academic Supervisor and the Internship Supervisor. It involves an Internship Application & Learning Agreement, periodic meetings with the faculty representative, professional experience at a level equivalent to other senior-level or graduate courses, and submission of materials as established in the Internship Agreement & Learning Agreement. Participation cannot be guaranteed for all applicants.

**Prerequisites**

Internship prerequisites vary depending on the academic discipline in which student is pursuing internship credit. Please refer to the current Academic Bulletin for the appropriate prerequisites.

**Course Outcomes – Program Specific Outcomes will be added by Program Chairs**

1. Evaluate one’s own performance in light of one’s expressed goals prior to the start of the internship.
2. Clarify one’s choice of profession through reflection on the internship.
3. Develop a comprehensive final internship report and action plan for personal evaluation and growth.
4. Employ effective communication skills.

Required Materials

* A copy of the Internship Manual – to be obtained from an Academic Advisor.
* Materials for the Internship Portfolio including a three ring binder and dividers (supplied by the student).

**Computer Access**

While it is not a requirement that the student own a computer, the student will be required to have access to computer technology for communication purposes and for preparation of the Internship Portfolio. Specifically, for this internship the student will need access to an email account. Internet access is available through the Franklin Library and the Computer Labs.

**Virus Policy**

All e-mail sent to Franklin faculty is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted with notification sent to the sender only. The professor is not notified that a message was sent and subsequently deleted. It is the student's responsibility to ensure that a virus-free assignment is delivered on time to the professor. An e-mail assignment is considered late if the professor does not receive it by the assigned time and date, even if Franklin’s e-mail servers automatically block that assignment.

**Course Communications**

The student is required to communicate with the Academic Supervisor regularly throughout the internship. These meetings may be in person, over the phone, or FranklinLive! In addition to regularly scheduled meetings, the Academic Supervisor will be available by telephone and email to answer questions that might arise.

**Student Responsibilities**

**Attendance Policy**

The student is expected to be fully engaged on the job during the agreed upon hours of work and to attend all regularly scheduled meetings with the Academic Supervisor. Students with poor work attendance or missing regularly-scheduled meetings with the Academic Supervisor may be withdrawn from the internship. If necessary, the Academic Supervisor will notify the student’s Internship Supervisor and initiate the withdrawal through the Registrar.

**Community Standards**

The Community Standards apply to off-campus conduct of Franklin University students and registered student organizations in direct connection with academic course requirements or any credit-bearing experiences, which include but are not limited to internships or field trips.  Students of Franklin University’s academic community are responsible for creating and maintaining an atmosphere that is conducive to learning and personal growth that is respectful of the rights of others. By a student’s voluntary attendance at Franklin University they are obligated to comply with its regulations and procedures, which they are expected to read and understand. All students are required to comply with University regulations and as responsible adults and representatives of the University, are accountable for their actions both on and off campus.

**Student’s Responsibilities**

1. Meet with an Academic Advisor to discuss obtaining internship credit, meeting prerequisites and GPA requirements, and completing the academic status part of the Internship Application & Learning Agreement form (Appendix A). **International students on F-1 visas who have questions about Curricular Practical Training should meet with an International Academic Advisor to discuss eligibility and immigration status requirements.**
2. Find an internship. Suggested resources are identified in the Internship Action Items above.
3. Meet with the Internship Supervisor (the person who will directly supervise your work) to discuss learning objectives and complete the Internship Application & Learning Agreement (Appendix A).
4. Complete the Internship Application & Learning Agreement by answering all of the questions and submit the answers in writing to the Program Chair. Be sure to include information covering Nature of Internship, Learning Outcomes, Self-Evaluation, Supervision, and Other requirements.
5. Meet with the Program Chair to discuss the Internship Application & Learning Agreement and determine eligibility of internship for credit.
   * If the Program Chair approves internship for credit, he or she will sign the form.
   * At this initial meeting or in the future, the student will schedule meetings with the Academic Supervisor per the meeting schedule.
6. Submit the signed Internship Application & Learning Agreement form to his or her Academic Advisor for registration. **International students on an F-1 visa must apply for Curricular Practical Training with Office of International Services and Programs (OISP) after the Program Chair has signed the Internship Application & Learning Agreement in order to request authorization to work off-campus.** The Curricular Practical Training Application must be submitted to OISP at least one week before employment is scheduled to begin.
7. Attend scheduled internship meetings with the Academic Supervisor.
8. Complete all required activities and assignments as determined by the Internship Supervisor and the Academic Supervisor.
9. Maintain an Internship Portfolio containing required materials. Submit materials and periodic evaluations for review at the regularly scheduled meetings with the Academic Supervisor. Complete all requirements as outlined in this syllabus.
10. Apply the theories, principles, and research relevant to the coursework.
11. Establish purposeful relationships with a variety of professionals and becomes more knowledgeable of resources available.
12. Act according to the appropriate professional ethical standards and established law, as prescribed by the employer.
13. Maintain professional conduct throughout the internship experience.

**Responsibilities of Advisors**

**Academic Advisor’s Responsibilities**

1. Give the student the Internship Manual and cover the internship registration process.
2. Review and approve the academic status part of the Internship Application & Learning Agreement (Appendix A).

* Confirm that the student has met the prerequisites for the internship
* Ensure that no more than four credit hours of internship credit are awarded per degree requirement as a university elective, major elective or graduate coursework credit
* Verify that the internship is not for work already completed or begun, or for current employment

1. Refer the student to the Program Chair with appropriate contact information.
2. **Advise an international student on a F-1 visa who has questions about Curricular Practical Training to meet with an International Academic Advisor to discuss eligibility and immigration status requirements.**
3. Submit the completed Internship Application & Learning Agreement to the Registrar’s Office for completion of the internship registration. In addition, the Academic Advisor will make a copy of this form for the student’s file.
4. Additional program specific requirements may be necessary.

**Internship Supervisor’s Responsibilities** (This is the person who directly supervises the student intern’s work.)

1. Select the student for the internship position and communicates to the Academic Supervisor if a student’s behavior violates established rules of conduct or interferes with operations.
2. Develop a mentor relationship with the student intern that fosters reciprocal learning.
3. Meet with the student intern to orient him/her to the workplace and provides ongoing internship supervision.
4. Provide oral feedback to the student concerning work performance.
5. Complete a formal written assessment (see the Internship Evaluation form) of the student’s performance and discuss it with the student.

**Academic Supervisor‘s Role (Program Chair or designee)** If the Program Chair will not be able to supervise the student throughout the internship, the Program Chair will designate a faculty member (Academic Supervisor) to serve as the faculty advisor for the student. The Program Chair will communicate the name and contact information (office location, telephone number, email address) for the designee to the student.

1. After being contacted by the student, thoroughly review the draft Internship Application & Learning Agreement. The student is required to contact the Academic Supervisor to schedule this meeting (in person, phone, or videoconference) after obtaining the Internship Manual from an Academic Advisor.
2. Advise the student on completing the Internship Application & Learning agreement including the completion of Outcomes to be achieved during the internship. Address internship goals, responsibilities, and activities congruent with the student’s competencies, strengths, weakness, and progress in his/her major.
3. At the first scheduled meeting with the student, help the student complete the Meeting & Communication Plan (Appendix B).
4. Conduct internship meetings that include discussions of the assignments outlined in the Meeting & Communication Plan (Appendix B). The minimum number of meetings is as follows:
   1. 3 meetings for 1-2 credit hours
   2. 5 meetings for 3-4 credit hours
5. At the regularly scheduled meetings, review the Internship Portfolio and as required by the program assesses student performance and goals set out in the Internship Proposal. Provide feedback on performance toward completing the learning outcomes and identifies additional outcomes that might be accomplished within the internship period.
6. At the end of the internship, collect all required materials including the Internship Portfolio and evaluations, except for the Student Evaluation of Academic Supervisor form, which is to be submitted to the office of Accreditation and Institutional Effectiveness. Provide final feedback to the student. The Internship Supervisor’s assessment of the student’s performance, the quality of the student participation in the internship meetings, and the information provided in the Internship Portfolio should all be used to assess student learning.

**Grading Policy**

A grade of Pass or No Credit will be granted based on the Internship Portfolio, participation in the regularly scheduled meetings, as well as the achievement of the Course Outcomes established in the Internship Application & Learning Agreement.

**Evaluation**

To receive a grade for the internship, the student should submit the following items to the Academic Supervisor by the required deadline:

1. **Log**: Keep a log of entries (the amount and format is to be determined in discussion with the Academic Supervisor) describing the internship experience and how that experience is related to the degree to which you are applying this internship and the knowledge and skills needed in the field during the actual internship experience. Such entries may include:
   1. Descriptions of the internship experience.
   2. Evidence of achievement of the Course Outcomes established in the learning agreement.
   3. A narrative describing how the outcomes have been achieved.
2. **Work Samples:** Include any relevant samples of work completed during your internship especially those that provide evidence of achievement of the outcomes established for the internship. **Be sure that no employer confidentiality policies are being breached.**
3. **Final Report:** The final internship report should, at least, address the following:
   1. What you learned from the internship, including how the course outcomes were met? If any of the outcomes were not met, explain why not.
   2. How you will apply what was learned during the internship in your academic and professional life.
   3. How you will use this information in the future.
   4. A self-critique of your performance in the internship, including an identification of personal strengths and weaknesses and an action plan for building upon your strengths and addressing your weaknesses.

1. **Evaluation:**

Student Evaluation of Internship Supervisor (Appendix E)

**Credit Hours**

The number of credit hours will vary from one to four credit hours determined by the Academic Supervisor who will consider the following factors:

* Minimum number of hours to be worked – For instance, if the student works the following schedule, they may qualify for the listed credit hours for a 15 week internship (this is a general guideline, not a guarantee):
  + Four hours per week may qualify for 1 credit hour (60 hours worked per credit hour)
  + Eight hours per week may qualify for 2 credit hours (60 hours worked per credit hour)
  + Twelve hours per week many qualify for 3 credit hours (60 hours worked per credit hour)
  + Sixteen hours per week may qualify for 4 credit hours (60 hours worked per credit hour)
* Quality, breadth, and level of difficulty of work assignments. What type of work will students be performing?
* Breadth and depth of the learning objectives during the internship.

**Accommodations for Disabilities**

Franklin University will make reasonable accommodations for persons with documented disabilities. Students should register with the Office of Disability Services before the initial meeting with the Program Chair (or designee). The Office of Disability Services must approve accommodations; once approved, students are encouraged to discuss their accommodations with their Academic Supervisor. Students can contact the Office of Disability Services toll-free at (877) 341-6300 or at (614) 947-6753. Students can also e-mail the Office of Disability Services at [access@franklin.edu](mailto:access@franklin.edu).

# Appendix H – Graduate Internship Syllabus

**Course Description**

An internship provides qualified students with an opportunity to receive academic credit for supervised professional training, and experience in an actual work environment. This internship is an ongoing seminar between the student, the faculty member and the employment supervisor. It involves an Internship Application & Learning Agreement, periodic meetings with the faculty representative, professional experience at a level equivalent to other senior-level or graduate courses, and submission of materials as established in the Internship Agreement & Learning Agreement. Participation cannot be guaranteed for all applicants.

**Prerequisites**

Internship prerequisites vary depending on the academic discipline in which student is pursuing internship credit. Please refer to the current Academic Bulletin for the appropriate prerequisites.

**Course Outcomes**

1. Explain the academic and professional growth achieved during the internship.
2. Examine the application of important skills and knowledge during the internship, particularly those related to the student’s academic program.
3. Evaluate the relevance of the internship for the student’s future academic and professional life.
4. Create an action plan for building upon strengths and addressing weaknesses identified during the internship.
5. Employ effective communication skills.

**Required Materials**

* A copy of the Internship Manual – to be obtained from an Academic Advisor.
* Materials for the Internship Portfolio including a three ring binder and dividers (supplied by the student).

**Computer Access**

While it is not a requirement that the student own a computer, the student will be required to have access to computer technology for communication purposes and for preparation of the Internship Portfolio. Specifically, for this internship the student will need access to an email account. Internet access is available through the Franklin Library and the Computer Labs.

**Virus Policy**

All e-mail sent to Franklin faculty is automatically scanned for viruses. Messages that contain attachments found to be carrying viruses are deleted with notification sent to the sender only. The professor is not notified that a message was sent and subsequently deleted. It is the student's responsibility to ensure that a virus-free assignment is delivered on time to the professor. An e-mail assignment is considered late if the professor does not receive it by the assigned time and date, even if Franklin’s e-mail servers automatically block that assignment.

**Course Communications**

The student is required to communicate with the Academic Supervisor regularly throughout the internship. These meetings may be in person, over the phone, or FranklinLive! In addition to regularly scheduled meetings, the Academic Supervisor will be available by telephone and email to answer questions that might arise.

**Student Responsibilities**

**Attendance Policy**

The student is expected to be fully engaged on the job during the agreed upon hours of work and to attend all regularly scheduled meetings with the Academic Supervisor. Students with poor work attendance or missing regularly-scheduled meetings with the Academic Supervisor may be withdrawn from the internship. If necessary, the Academic Supervisor will notify the student’s Internship Supervisor and initiate the withdrawal through the Registrar.

**Student Responsibilities:**

1. Meet with an Academic Advisor to discuss obtaining internship credit, meeting prerequisites and GPA requirements, and completing the academic status part of the Internship Application & Learning Agreement form (Appendix A). **International students on F-1 visas who have questions about Curricular Practical Training should meet with an International Academic Advisor to discuss eligibility and immigration status requirements.**
2. Find an internship. Suggested resources are identified in the Internship Action Items section.
3. Meet with the Internship Supervisor (the person who will directly supervise your work) to discuss learning objectives and complete the Internship Application & Learning Agreement (Appendix A).
4. Complete the Internship Application & Learning Agreement by answering all of the questions and submit the answers in writing to the Program Chair. Be sure to include information covering Nature of Internship, Learning Outcomes, Self-Evaluation, Supervision, and Other requirements.
5. Meet with the Program Chair to discuss the Internship Application & Learning Agreement and determine eligibility of internship for credit.
   1. If the Program Chair approves internship for credit, he or she will sign the form.
   2. At this initial meeting or in the future, the student will schedule meetings with the Academic Supervisor per the meeting schedule.
6. Submit the signed Internship Application & Learning Agreement form to his or her Academic Advisor for registration. **International students on an F-1 visa must apply for Curricular Practical Training with Office of International Services and Programs (OISP) after the Program Chair has signed the Internship Application & Learning Agreement in order to request authorization to work off-campus.** The Curricular Practical Training Application must be submitted to OISP at least one week before employment is scheduled to begin.
7. Attend scheduled internship meetings with the Academic Supervisor.
8. Complete all required activities and assignments as determined by the Internship Supervisor and the Academic Supervisor.
9. Maintain an Internship Portfolio containing required materials. Submit materials for review at the regularly scheduled meetings with the Academic Supervisor. Completes all requirements as outlined in this syllabus.
10. Apply the theories, principles, and research relevant to the coursework.
11. Establish purposeful relationships with a variety of professionals and becomes more knowledgeable of resources available.
12. Act according to the appropriate professional ethical standards and established law.
13. Maintain professional conduct throughout the internship experience.

**Responsibilities of Advisors**

**Academic Advisor’s Responsibilities:**

1. Give the student the Internship Manual and covers the internship registration process.
2. Review and approve the academic status part of the Internship Application & Learning Agreement (Appendix A).
3. Confirm that the student has met the prerequisites for the internship.
4. Ensure that no more than four credit hours of internship credit are awarded per degree requirement as a university elective, major elective or graduate coursework credit.
5. Verify that the student has the minimum cumulative 3.0 Graduate GPA requirement.
6. Verify that the internship is not for work already completed or begun, or for current employment.
7. **Advise an international student on a F-1 visa who has questions about Curricular Practical Training to meet with an International Academic Advisor to discuss eligibility and immigration status requirements.**
8. Refer the student to the Program Chair with appropriate contact information.
9. Submit the completed Internship Application & Learning Agreement to the Registrar’s Office for completion of the internship registration. In addition, the Academic Advisor will make a copy of this form for the student’s file.

**Internship Supervisor’s Responsibilities**

The Internship Supervisor who directly supervises the student intern’s work should:

1. Select the student for the internship position and communicate to the Academic Supervisor if a student’s behavior violates established rules of conduct or interferes with operations.
2. Develop a mentor relationship with the student intern that fosters reciprocal learning.
3. Meet with the student intern to orient him/her to the workplace and provide ongoing internship supervision.
4. Provide regular feedback to the student concerning work performance.
5. Complete a formal written assessment (see the Internship Evaluation form) of the student’s performance and discusses it with the student.

**Academic Supervisor‘s Responsibilities**

**The Program Chair or the Faculty Member designated by the Program Chair to oversee the internship and assign the internship grade should:**

1. Provide the student with full contact information in a timely fashion.
2. Supervise the student throughout the internship.
3. After being contacted by the student, thoroughly review the draft Internship Application & Learning Agreement and meet to discuss it with the student.

1. Advise the student on completing the Internship Application & Learning agreement including the completion of specific learning outcomes to be achieved during the internship. Be sure to address internship goals, responsibilities, and activities congruent with the student’s competencies, strengths, weakness, and progress in the student’s major.
2. Help the student complete the Meeting & Communication Plan (Appendix B).

1. Conduct internship meetings that include discussions of the assignments outlined in the Meeting & Communication Plan (Appendix B). The minimum number of meetings is as follows:

* 3 meetings for 1-2 credit hours
* 5 meetings for 3-4 credit hours

1. At the regularly scheduled meetings, review the Internship Portfolio and assess student performance and goals set out in the Internship Proposal. Provide feedback on performance toward completing the learning outcomes and identifies additional outcomes that might be accomplished within the internship period.

1. Assign a final grade for the internship. At the end of the internship, collect all required materials including the Internship Portfolio and evaluations, except for the Student Evaluation of Academic Supervisor form, which is to be submitted to Faculty Services. Provide final feedback to the student. The Internship Supervisor’s assessment of the student’s performance, the quality of the student participation in the internship meetings, and the information provided in the Internship Portfolio should all be used to assess student learning.

**Grading Policy**

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**Evaluation**

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   2. Evidence of achievement of the Course Outcomes established in the learning agreement.
   3. A narrative describing how the outcomes have been achieved.
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3. **Final Report:** The final internship report should, at least, address the following:
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   2. How you will apply what was learned during the internship in your academic and professional life.
   3. How you will use this information in the future.
   4. A self-critique of your performance in the internship, including an identification of personal strengths and weaknesses and an action plan for building upon your strengths and addressing your weaknesses.

1. **Evaluation:**

Student Evaluation of Internship Supervisor (Appendix E)

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