University of Vermont | College of Arts & Sciences

Internship Policies and Procedures

Updated January 2024

Purpose: To clarify and standardize policies for internship programs in the College of Arts & Sciences and detail procedures for various scenarios that may occur when students are working for outside entities in exchange for credit.

Scope: These policies apply to for-credit internships and community-based learning activities run within the College of Arts & Sciences (including SINT credit).

Contents

<u>Internship Program Learning Outcomes</u>

Why have learning outcomes?

Learning outcomes are helpful tools that allow us to think critically about our experiences to harness the most growth and development from them. Learning outcomes ask us to be active in our work, not passive, and to consider how the skills we gain will benefit our future selves. By working in tandem with CAS' Core Competencies, these learning outcomes aim to connect the impact between experiential learning and academic, personal, and professional growth.

The Learning Outcomes for CAS' Internship & Experiential Learning Programs are divided into two categories: professional development/socialization, and the application of liberal arts competencies in professional environments. Understanding how to function in a variety of professional contexts and the ability to apply the critical thinking, writing, and reasoning skills gained from a liberal arts education are vital to the success of CAS students later in life.

Professional skills & self-development:

Students will…

- Be accountable for individual and team responsibilities and deliverables.
- Exercise the ability to compromise and problem solve with involved parties.
- Demonstrate proper utilization of the various tools of communication (i.e., meeting vs. email, paragraph vs. bullet points, etc.) in the workplace.
- Show an awareness of their own strengths and areas for development, as well as the many careers available to them as students educated in the liberal arts tradition.
- Be able to articulate the strengths of a liberal arts education (as well as their specific major) on resumes and applications.

Application of liberal arts core competencies in professional environments:

Students will…

- Gather information from diverse and reliable sources and accurately summarize and interpret data while applying critical thinking skills (Analytical & Critical Thinking).
- Apply previous or current academic knowledge/skills into their work; and, when applicable, apply skills learned in the workplace to their academic life (Information & Digital Literacy).
- Be able to assess and articulate how their own identities intersect with their career interest area(s) and future professional goals (Intercultural/Global Fluency).
- Be able to acknowledge and account for diversity in the workplace, and advocate for equitable practices, justice, and the full inclusion of historically marginalized communities (Ethical Reasoning & Decision Making).
- Build an awareness of how communities impact individuals, and how, in turn, individuals impact, serve, and shape those communities (Active Citizenship & Community Engagement).

Internship Credit

The College of Arts & Sciences follows the University Policy on Academic Internships with the following clarifications:

> A maximum of 12 hours of internship credit may be counted toward the B.A. or B.S. degree. Individual departments determine whether internships count toward the major and minor. Students are expected to either enroll in an internship course or work independently with a faculty member to design a readings and research project that complements the internship activity. Internship work must be done during the same semester in which the student is enrolled for internship credit.

Hours Requirements

1 credit may be awarded for every 40 hours worked at the internship between the first and last day of the semester during which the student is enrolled for internship credit (i.e. a student working 80 hours could earn 2 credits; 120 hours—3 credits, etc.). However, this is a minimum rate—a student may elect to earn only 1 credit for more than 40 hours of internship work if they wish.

Commuting time to the internship site cannot be counted toward hours completed for credit, though travel at the request of a supervisor while completing internship duties can be counted.

Hours should be accompanied by written reflective and/or academic work. Students are responsible for arranging their own internship schedule with their employer, tracking hours worked, and should be able to provide evidence of hours worked (if requested) to support the number of credits they earn.

Retroactive credit

If a student has completed their internship but did not get credit for it (either because they missed out on credit, didn't want to pay for summer tuition, or another reason), they may get retroactive credit via the CAS 2991 B course "Post-Internship Reflection." This course does not award credit for internship hours worked.

The limit for retroactive credit is one (1) credit and the course must be taken the semester immediately following the completion of an internship. This course's existence during any given semester will depend on college needs and faculty availability.

Credit toward the major/minor

If a student's internship is directly related to the subject matter of their major or minor, they may request internship credit from their department. Some departments run internship courses while others prefer to have students arrange credit with a specific faculty member. Still others may want the student to enroll in credit via the CAS prefix and then perform a degree audit exception to count the credit toward the major or minor requirements. Students should be advised to speak with their department chair for more information.

Qualifying for internship credit

Internships for credit *must* be with companies or organizations that are able to sign the UVM Internship MOU found at go.uvm.edu/mou (i.e., legal entities or sole proprietorships with proper insurance coverage). See below for further information regarding the MOU.

Internships that qualify for credit are...

- One-time experiences, typically lasting 1-10 months.
- Distinguished from a job or volunteer work by a defined "learning agenda" that structures the experience and allows the student to get a real sense of the larger impact of the organization on the community, clients, or other stakeholders.
- Supervised on-site by a dedicated mentor who will ensure the student completes their "learning agenda" and is supported throughout the experience.

- Not interchangeable with positions that the company or organization would normally hire a part-time worker for (i.e. a cashier, stockperson, or cleaning position with no additional learning opportunities or observations of higher-level work), or volunteer work.

In all cases, an effort should be made to establish a reasonable balance between the intern's learning goals and the specific work the organization needs completed.

Earning internship credit is allowable for both paid and unpaid internships. However, regardless of payment, method of payment, or payment source, the above standards must be met prior to credit being approved.

International students

Students on F-1 visas MUST connect with the Office of International Education (OIE) to apply for CPT (Curricular Practical Training) authorization before starting any work or internship experience. The student should also be in touch with their faculty advisor as part of this process.

Loss of internship

If the student loses their internship or experiential learning placement due to no fault of their own (i.e., in cases of harassment, unsafe conditions, illness, injury, closure or downsizing of the internship site, or other scenario where a student must take a leave of absence), every effort will be taken to allow the student to complete the credits in which they are enrolled and receive a passing grade. Efforts may include:

- Adjusting the number of credits (in a variable-credit course) to match the number of hours completed and completing all associated written work.
- Working with the instructor to complete a project/paper in lieu of completing required internship/partnership hours.

If a student loses their internship by resigning (for reasons not listed above), by being dismissed as a result of personal behavior, or by otherwise "ghosting" their community partner or internship site, they are expected to work with their instructor to complete the requirements of the course if they wish to receive credit. Additional options may include:

- Adjusting the number of credits earned (in a variable-credit course) to match the number of hours completed.
- Complete additional work assigned by the instructor to make up for missed internship hours to meet minimum course requirements.
- Withdraw from the course entirely or accept a failing grade.

Employer requirements

Memorandum of Understanding

Employers must review and sign the UVM Internship MOU (go.uvm.edu/mou) prior to the beginning of the internship. The MOU outlines the expectations and responsibilities of the UVM faculty member, the University, and the internship site.

MOUs are valid for a period of five years and cover all UVM students who engage in a credit-bearing internship with that organization during that period.

Please note that internships for credit must be with companies or organizations that are able to sign the UVM Internship MOU (i.e. legal entities or sole proprietorships with proper insurance coverage). If the internship is 100% virtual and the student will not be visiting the internship site in-person, some coverages may not be necessary. Please contact career@uvm.edu with any questions.

The Career Center maintains copies of all executed MOUs. The MOU identifies the minimum requirements of the institution. Additional criteria may be added as needed. Please contact career@uvm.edu to include addenda or create a custom agreement.

Faculty should...

- Check to see if the organization is on the list of active internship MOUs. If so, no further action is needed.
- Check the list of "Sites to Avoid" (second tab on the list of active internship MOUs) to make sure the site is appropriate for the student.
- If an MOU is not currently on file, complete one before the internship begins - send the MOU link: go.uvm.edu/internforms to the internship site and request that they digitally sign for their organization.

If an employer is not willing to sign the standard UVM Internship MOU or has questions, please get in touch with the Career Center UVM Internship Coordinator, Kristen Andrews.

Intern compensation

Paying students is not required for them to earn credit, but it is highly encouraged from an equity standpoint. Paid internships DO qualify for internship credit.

Please note that if an organization requires that students travel or use their personal vehicles as part of their duties, it is required that they cover their travel expenses (mileage, gas money, or bus fare). Note: this requirement does not include commuting to/from the organization's location for agreed-upon in-person hours.

Student payment need not be an hourly wage—especially if students are focusing on a specific project rather than completing a traditional hourly internship—but could take the form of a stipend, vouchers for lunch, tuition for specific, skills-based trainings, gas money, etc. The highest barrier to participation in internships is compensation.

CAS Internship & Experiential Learning Team

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- Kelly Smith, CAS Internship & Experiential Learning Coordinator
- Paul Deslandes, CAS Associate Dean for Student Success

Get in touch with the Internship & Experiential Learning Team at cas.internships@uvm.edu.