



## Policy: Internships, Apprenticeships, and Practicums

Effective: June 1, 2019

Policy Type: Administrative

Responsible Department: Academic Affairs Office

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**Policy:** Students must formally apply for internships, apprenticeships, and practicums to assure they receive academic credit and the needed supervision.

- 1.0 Internships, apprenticeships, and practicums are supervised, experiential learning opportunities for students to apply the knowledge, values, and skills of their discipline.
- 2.0 A *practicum* is a faculty-supervised learning experience for which the faculty member is the student's primary supervisor. A practicum is typically an unpaid learning experience for which the student receives academic credit for required hours that are pre-determined. "Practicum" might be defined differently in graduate or seminary programs based on required coursework, so students should discuss any questions they have with the practicum course instructor or their advisor.
- 3.0 An *internship* or *apprenticeship* is an off-site learning experience for which the student receives supervision by an individual off-site. The faculty member is typically the secondary supervisor. An internship or apprenticeship may be paid and the student receives academic credit for hours that are pre-determined. "Internship" and "apprenticeship" might be defined differently in graduate or seminary programs, so students should discuss any questions they have with the internship or apprenticeship instructor or their advisor.
- 4.0 The minimum expectation for traditional undergraduate students to receive 1- credit is 40 hours of practicum or internship work. The required number of practicum, internship, and apprenticeship hours varies in graduate and seminary programs, so students should familiarize themselves with these requirements by referring to the course syllabus or consulting with the course instructor or their advisor.
- 5.0 Some departments, such as education, the seminary, and graduate counseling, have structured learning experiences that are part of the degree-program requirements (i.e., student teaching, apprenticeships, clinical practicum). Others have similar learning experiences embedded within a particular course.
  - 5.1 Students enrolled in degree programs that require an internship, apprenticeship, or practicum should enroll in the course following the procedures outlined by that department.
  - 5.2 Students enrolled in degree programs that offer internships and practicums as electives should formally apply for these through Center for Career Connections in consultation with their advisor.
  - 5.3 Within particular courses, students may be asked by the course instructor to obtain *field or work experience* in the discipline (e.g., several hours of observation in a community-based setting). This experience is typically included in the curricular requirements of a course, but, in and of itself, typically does not result in academic credit; students receive credit for the course, but not the individual experience.
- 6.0 The professor and advisor recommend the internship, apprenticeship, or practicum and the department chair gives final approval.

**Applications for Internships and Practicums** for traditional undergraduate students are available on the campus portal via the Registrar's Office.

### Revision Process and History

- All revisions to the policy must be approved by the Chief Academic Officer.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template