

# INTERNSHIP POLICIES

The following POLICIES are designed to help the student and the cooperating employer to develop a meaningful internship experience.

## Definitions:

**Veritas Advisor** – The student’s assigned academic advisor, in the case that one is needed.

**Cooperating Employer** – The university, industry, government, agency, business or organization that has agreed to participate in the internship program, and whose participation has been agreed upon by UVERITAS.

**Supervisor** – The university, industry, government, agency, business or organization representative who will oversee the student’s internship experience. This person should be knowledgeable in the area of work in which the student is gaining experience, and may or may not also be the student’s advisor or coordinator.

**Internship credit:** Academic credits earned through the completion of an internship (see Section C., below)

## I. General information

### A. Eligibility

Students must be enrolled at VERITAS for internship credit, and must possess an ADVANCED level of Spanish.\* If not, the necessary coursework must be taken until he/she reaches the level required for the internship. VERITAS and the cooperating employer will jointly determine the student’s eligibility for internship credit. Eligibility criteria could include factors such as the student’s GPA, area of study, experience and language skills. To qualify for an internship, students must have completed a minimum of 5 courses in the field of study related to the internship program they solicit, 3 of which must be upper division (Junior/Senior). A copy of the student’s transcript will be required for verification. Students must also be in good academic standing (2.6 GPA or higher).

While not mandatory for advanced Spanish speakers, it is highly recommended that students take an intensive Spanish course (4 weeks) at VERITAS prior to their internship to

refresh language skills and become acquainted with the country before the internship begins.

*\*For students applying for a Molecular Biology internship, the Spanish level required is Intermediate I.*

## **B. Academic Credits:**

1. Students may remain with a given internship assignment for a maximum of eight months. (Student teaching internships with a teacher certification program are not considered internships, and are exempt from this limitation). Credits are assigned by the sending university based on the number of hours of the internship, the complexity of the assignment and the student's accomplishments –not merely the length of time spent there.

2. Students must work a minimum of 30 hours per week on the internship assignment in order to receive internship credits. VERITAS typically equates to approximately 240 internship hours to 3 suggested credits. Satisfactory completion of the internship is determined by the following: Check-in Meetings, Reflection Journal, Application Project or Work Experience Portfolio, Supervisor's Performance Evaluation, and Final Presentation.

3. Credits earned via internships may be used for professional (related to the area of study), elective, or open elective credit.

5. Credit limits are determined by the sending university. Students may also apply research or work assignments from their internship experience toward the research hours required for an Independent Studies course (students enrolled in an Independent Studies course must also complete 20-30 course contact hours with their assigned faculty member).

6. Credit shall be awarded for the semester that the internship is completed.

7. Internships are full-time, so students must be aware that they will not be able to take any Spanish courses or Electives (unless the Electives are offered in the evenings).

8. Length of internships:

- 16 weeks = 6 hrs/day, M-F = total 480 hrs. = 5 credits
- 12 weeks = 6 hrs/day, M-F = total 360 hrs. = 4 credits
- 8 weeks = 6 hrs/day, M-F = total 240 hrs. = 3 credits

### C. Grading

Each student's advisor will determine his/her grade by evaluating the following: Check-in Meetings, Reflection Journal, Employer Project or Internship Experience Portfolio, Supervisor's Performance Evaluation, and Final Presentation of Internship experience. The transcript will reflect a P (pass) or NP (no pass) evaluation, only stating the satisfactory or unsatisfactory completion of the internship program.

### II. Student responsibilities

1. Initiate participation. Students must submit a resume and letter of intent, all **in Spanish**, to VERITAS a minimum of three months prior to their desired semester of participation.  
Students must also complete the Spanish Oral Interview via Skype at some point within this three-month period (after having submitted their resume and letter of intent, and prior to beginning the semester of choice).
2. Research employment opportunities. Students shall obtain information concerning the requirements for potential opportunities in their specific areas of interest from the sending university, enrollment agency, or directly from VERITAS.
3. Prepare MOU. Students shall prepare a resume and/or the personal data MOU sheet.
4. Determine specific objectives. In consultation with their faculty supervisor and VERITAS, students shall assume primary responsibility for determining the specific objectives of the internship, as well as the identification of activities that relate to these objectives.
5. Enrollment procedures. Students shall submit an application for internship participation, sign the corresponding MOU, register at VERITAS and pay any tuition and fees associated with the internship assignment during the first week of the program.

### D. Assignments

1. Students shall submit biweekly progress reports or journal entries to VERITAS academic advisor or internship coordinator.
2. Students shall submit a final Internship Experience Portfolio, which is evaluative in nature and shall be used to make recommendations for future internships.
3. The Portfolio should be more than simply the compilation of the students' journal entries or weekly reports. It should provide a thoughtful critique of the experience and a self-evaluation of his/her performance.
4. Additional assignments and/or specific on-site projects may be added as part of the supervisor's evaluation process.
5. Students shall develop a 15-minute presentation of their Portfolio or general overview of their internship experience to present to their faculty advisor (and possibly other faculty members).

### III. Internship coordinator responsibilities

- a.) Identify objectives and activities. Assist the student in identifying internship objectives and corresponding activities that are consistent with the intent of the program, as well as the student's interests and capabilities.
- b.) Supervise internship. Provide indirect supervision by reviewing the student's progress reports. Serve as contact person should the cooperating employer need to discuss aspects of the student's program. Conduct on-site visits whenever practical. May serve as project supervisor if the student elects to take an Independent Studies course in addition to his/her internship.

### IV. Cooperating employer responsibilities

- a.) Approve objectives and activities. Signing the Memorandum of Understanding (MOU) signifies that the stated objectives can be achieved and stated activities are feasible at the proposed work site.
- b.) Provide professional educational experience. Provide the student with the opportunity to participate in a professional, educational experience.

- c.) Evaluation. May assist the student's faculty advisor in the final evaluation of the student's performance, and will provide his/her own evaluation. Shall take under advisement any suggestions made by the student in the final evaluative report as to how future internships at the site could be improved.

## V. Other requirements

Students participating in the VERITAS Internship Program are required to do the following:

- Successfully complete an orientation program prior to starting their international internship. This orientation will focus on developing cross-cultural intelligence, understanding and skills. Students will be required to study the culture of the countries in which they will be working prior to completing this orientation.
- Meet with their faculty advisor a minimum of once biweekly (via email or in-person) to discuss the student's performance in the internship, adjustment to the culture of the country in which he/she is working, and any assignments for the upcoming weeks.
- Complete either an "Employer Project" or an "Internship Experience Portfolio." The Employer Project (EP) option requires the student to design, implement and evaluate a project that analyzes an issue of interest to the employer and make recommendations for addressing the issue. The Internship Experience Portfolio (IEP) option requires the student to conduct additional research, documentation (pictures, samples) and analysis of their specific internship activities in order to maximize the learning provided by these experiences.
- Meet with their advisor and possibly other faculty or students for a final presentation of their projects and portfolios.

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