

## **Guidelines for Completing a Graduate Internship** (3-6 credit hours)

*Prerequisite: Permission of the Dean of Graduate Programs and substantial completion of the program (normally 27 hours)*

A student may select to propose an **internship** that will allow him/her to apply the concepts from the graduate program. The internship will need to be arranged by the individual and approved by the Dean of Graduate Programs, as evidenced by the completion of the internship documents. A minimum of 40 hours is completed for each credit hour of internship that the student selects to complete. A final reflective paper that demonstrates the knowledge and skills gained in relation to the focus of the program is required. Complete requirements for the internship can be found on the Graduate Programs web site.

The requirements for completion of the Graduate Internship are as follows:

1. Students are encouraged to complete the major part of the program (normally 27 hours). The student should have successfully completed Educ or Mgmt 601 – Study Design and Data Collection.
2. The student consults with the Dean of Graduate Programs to arrange internship opportunity.
3. The student discusses the timeline for the completion of the internship with the Dean of Graduate Programs and submits the initial internship paperwork to the Dean of Graduate Programs for approval of placement.
5. The student completes internship, as identified from placement documentation, and keeps a log of hours and activities.
6. The student arranges an appointment via phone or in person with the Dean of Graduate Programs at the end of the internship experience to discuss the internship and its impact in the student's development. At this time, all remaining documentation (time logs, Internship Evaluation, and Reflective Paper) should be submitted. The Graduate Programs office recommends that the Reflective Paper should be a minimum of 4 pages for each credit hour received.
7. The Dean of Graduate Programs reviews internship materials, determines whether further revision is needed or if paper merits completion and a final grade, and submits grade to the Student Records Office.
8. If the Internship is not completed during a regular grading period, the Dean of Graduate Programs may recommend a grade of "Incomplete."
  - a. The student and Dean of Graduate Programs must complete a contract for "Incomplete" coursework indicating the reasons for the "Incomplete" grade and describing the work remaining before a letter grade may be assigned for Educ or Mgmt 695.
  - b. The Dean of Graduate Programs submits a grade of "Incomplete" to the Student Records Office.
  - c. **All unfinished work for the Graduate Internship must be completed and the grade submitted to the Student Records Office within the next academic term (not including summer session).**