

Rubenstein School Internship/Research for Credit Program Guidelines

INTERNSHIP/RESEARCH CREDIT MUST BE ARRANGED PRIOR TO THE START OF THE EXPERIENCE.

Please start your internship searching and planning early – this process takes time! Here are the steps you need to take:

PRIOR TO START OF INTERNSHIP/RESEARCH EXPERIENCE

- **Step 1. Identify and apply for internship/research experience using [Handshake](#) or alternative sources from spaces like the [Career Center](#).**
 - NOTE: If you are interested in doing an internship/research with a full-time faculty member, having a conversation with them would be a good place to start in this search!
- **Step 2. Meet with Rubenstein School Experiential & Community-Based Learning Coordinator to discuss process & logistics of earning credit.**
 - The Experiential & Community-Based Learning office is Aiken 219, and you can sign up for an appointment by stopping by or [scheduling a time through Navigate](#). They can help you search for internships/research experiences and is responsible for overall administration of internship credit in the Rubenstein School. They help students complete Experiential Learning Plans and assure that deliverables and grades are properly submitted. Additionally, they will receive grade reports from your Internship Faculty Sponsor and evaluations from your Internship Site Supervisor.
- **Step 3. Explore your options! Internship/Research credit in the Rubenstein School is available in the following formats:**
 - **Semester-based (fall/spring) experiences** - academic work is completed during the semester of your internship. Enroll in: ENSC 2991, FOR 2991, FOR 3991, NR 2991, WFB 2991 (internship), ENSC 2995, FOR 2995, FOR 3995, NR 2995, WFB 2995 (research)

- **Summer internship & research experiences.** There are **two options** for earning credit:
 - **Option 1:** Pursue 1 credit of SINT (summer internship) 2991, which is a reduced cost (\$110) summer course. The SINT 2991 credit **does not** count towards your major or credit totals. **If you want credit to count towards your major/credit totals** you will then enroll in independent study credit, NR 2993, in the fall semester as part of your full-time tuition. The academic deliverables and work associated with NR 2993 credit will be completed in the fall semester under your faculty sponsor's guidance.
 - **Option 2:** Pursue full cost summer credit(s) for your internship that may count towards your degree/major. Here are the [summer tuition costs](#). If you choose this option, once you submit your completed Experiential Learning Plan, you'll receive an override for the credits. You will be charged for them once you officially register.
- **Parks, Recreation & Tourism majors**, you should connect with your academic advisor to start the internship credit (PRT 3991) process.

- **Step 4. Get the internship or research experience!**

ONCE YOU HAVE BEEN OFFERED AN INTERNSHIP

- **Step 1. Identify your Internship/Research Site Supervisor**
 - The Internship/Research Site Supervisor directly oversees your work on site. **Ask your Internship/Research Supervisor to describe what training and supervision you will get before your internship starts.** This is part of your Experiential Learning Plan.
 - The Internship/Research Site Supervisor will be asked to complete an evaluation based on the work completed during the internship. If you are doing an internship/research with a full-time Rubenstein faculty member, they may serve as both your Internship Site Supervisor and your Faculty Sponsor.
- **Step 2. Identify your Internship/Research Faculty Sponsor**
 - The Internship/Research Faculty Sponsor assists you with

identifying your learning objectives and determining the required academic deliverables. Learn more about Academic Deliverables by credit [here](#).

- IF EARNING 1-2 CREDITS – Rubenstein Experiential & Community-Based Learning Coordinator will serve as your Faculty Sponsor
- IF EARNING 3+ CREDITS - A Rubenstein School **faculty member** needs to serve as your Faculty Sponsor and work with you to define your Substantive Academic Project. CAS & CALS ENVS students should ask their Academic Advisor or a faculty member in their college to serve as their Faculty Sponsor. This person must be a full-time Rubenstein School faculty member. You are encouraged to choose a Faculty Sponsor who knows the focus area of the internship.
- Your Faculty Sponsor will be responsible for grading your Substantive Academic Project. All other deliverables will be graded by the Rubenstein Experiential & Community-Based Learning Coordinator.

- **Step 3. Draft position responsibilities, training & supervision plan, and learning objectives by completing your Experiential Learning Plan**

- Position Responsibilities
 - What will you do in your internship/research? On a day-to-day basis? Over the length of your experience? What projects will you be responsible for?
- Training & Supervision
 - What training will you receive? What will your supervision look like?
 - If you are unsure of this information, please ask your internship/research supervisor.
- Learning Objectives (3-5 objectives)
 - What knowledge will you gain during this experience?
 - At the conclusion of this experience, what will you have accomplished, contributed to, etc.?
 - What new skills do you hope to acquire from this experience?
 - Your objectives should be **SMART** (**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely)
- Indicate the number of credits to be earned and associated academic

deliverables to be submitted.

- **Step 4. Meet with your Internship/Research Site Supervisor**
 - Discuss your drafted Position Responsibilities, Training & Supervision, and Learning Objectives
 - Make any edits and then finalize Position Responsibilities in your Experiential Learning Plan
- **Step 5. Meet with your Internship/Research Faculty Sponsor**
 - Discuss your drafted Learning Objectives, Position Responsibilities and Training & Supervision
 - Make any edits and then finalize Learning Objectives in your Experiential Learning Plan
- **Step 6. Submit Experiential Learning Plan**
 - Upon submission of your Experiential Learning Plan, an email, including the details of your Plan will be sent to your Internship/research site supervisor and your faculty sponsor.

AT THE END OF YOUR INTERNSHIP

- **Step 1.** Be sure that your Internship/Research Site Supervisor completes their Evaluation (sent by Rubenstein Experiential & Community-Based Learning Coordinator)
- **Step 2.** Complete your Internship Evaluation (sent by sent by Rubenstein Experiential & Community-Based Learning Coordinator)
- **Step 3.** Submit your academic deliverables through Brightspace by the last day of classes in the semester in which you are earning credit.

CREDIT POLICY

INTERNSHIP CREDIT MUST BE ARRANGED PRIOR TO THE START OF THE INTERNSHIP.

Credit will not be awarded for Internship work completed without a prior

signed Learning Plan in place. The student should consider and plan what level of time commitment, and therefore credit request, is realistic for their semester or summer schedule.

We expect a minimum of 45 hours of effort for each credit hour earned.

You must communicate with your Academic Advisor or Major Program Chair to determine if/how internship credits can fulfill a major/concentration requirement.

Learn more about required [Academic Deliverables for internship/research credits!](#)