

Guidelines for Internships

Internship courses are designed to enhance and develop workforce skills in a variety of instructional programs, such as: Accounting, Child Development, Commercial Music, Computer Information Systems, Criminal Justice, Interpreter Training, Legal Assistant, Management Mental Health, Nursing Home Administration, Office Administration, and Real Estate.

The student should consult with the respective program director for information regarding enrollment in internship courses.

1. A student enrolling in an internship course must take at least one subject matter course at the same time. Exception: A student who has completed, or will complete in the current semester, all courses listed in that semester of the course of study where the internship is listed may enroll for the internship.
2. A student must have a declared major in the area in which the internship is done.
3. A student may not challenge an internship course through credit by examination.
4. Approved intern stations must provide work experience directly related to the program objective. Students and the intern stations must meet established program guidelines and must be approved by the program director prior to registration.
5. The minimum acceptable work experience is 20 clock hours and one seminar or conference hour per week for most internship courses. Exceptions must be approved by the Dean of Workforce Education.
6. Other terms for external learning are practicum and clinicals.
7. Exceptions to the above statement must have prior approval of the Dean of Workforce Education.