



Internship Policies

Purpose

The primary purpose of an internship in the School of Communications (SOC) is to provide a student with real-life work experiences related to the student's major. An internship is part of the student's total academic experience and is not a job per se; it is a learning opportunity having direct relationships to the student's program of study and career interests.

People Involved in the Internship

- The Student: SOC internships are initiated by the student, who plans the work experience with their academic advisor, the SOC internship coordinator and the work supervisor at the work site.
- The SOC Internship Coordinator: The coordinator approves the internship as a part of the student's degree program, works with the student to ensure a solid academic component to the internship, and awards credit/no credit for the experience. (Students should see their major advisor for questions about required credits needed in major.)
- The Field Supervisor (employer): The supervisor is the contact person at the internship site who is responsible for the day-to-day activities of the intern and who evaluates the student's performance prior to completion of the work experience.

Policies

1. An internship is a supervised experience directly related to an academic discipline. It typically lasts for one semester, and it must be planned and approved before it takes place. With prior approval, students may begin an internship at any time and enroll for credit in a following semester.
2. Internships vary from one to six credits, with three credits being the most typical. University guidelines require 50 work hours per regular semester for each internship credit enrolled. For example, students must work 150 hours during a regular semester to satisfy a three-credit internship.
3. Six credits is the maximum allowed at a single internship site.
4. Fifteen credits is the maximum number of internship credits that may be applied toward graduation.
5. The internship may be full or part time, and may or may not be a paid work experience. Unpaid internship opportunities, however, may discriminate against students with little or no financial reserves. The intern should be paid in some manner, if possible. Ways to accomplish this include: (a) an hourly or weekly wage; (b) tuition reimbursement for internship credit(s); or (c) a single payment.
6. A single work experience may not be used by a student to generate both internship credit and other forms of credit, i.e. independent study credit.
7. Students are generally eligible to take an internship after they have successfully completed at least 60 academic credits. However, they may also be required to complete specific preparatory course work.
8. School of Communications interns must write an Internship Experience Report (essay), which is the required academic component.
9. Academic credit for internships is awarded on a "Credit/No Credit" basis. *See the current GVSU Undergraduate and Graduate Catalog for information concerning the maximum number of credit/ no credit courses permissible.*
10. University policies regarding internships may be found in the current catalog.