



PROVIDENCE
COLLEGE

2019 Handbook

Academic Internships & Field Experiences

INTRODUCTION

This handbook contains information on the College's guidelines and policies pertaining to academic internships and field experiences based on faculty senate legislation and College approved procedures. Relevant student forms as well as is detailed information on internship/field experience courses are also included.

This resource was originally prepared by Denise Anne Godin, Associate Dean of Undergraduate Studies and formerly the College Internship Coordinator, in consultation with Kathleen Clarkin (Director, Career Planning & Internship Service), Academic Affairs and the Internship Advisory Committee (IAC) whose members included: Dr. Deirdre Bird, Dean Joseph Gemma, Dr. Mark Hyde, Dr. Robert Hackey and Dr. Josephine Ruggiero in 2008.

TABLE OF CONTENTS

SECTION I: GUIDELINES

Academic Departments/Programs	5
Faculty Supervisor Responsibilities	6
Associate Director for Internships Responsibilities	7
Legal Considerations	9
Summer Academic Internships	10

SECTION II: COURSES

Course and Program Description	12
Accountancy	13
American Studies	14
Art History	15
Biology	16
Economics	17
Engineering-Physics-Systems	18
English	19
Finance	20
Global Studies	21
Health Policy and Management	22
History	23
Management	24
Marketing	25
Mathematics and Computer Science	26
Modern Languages	27
Political Science	28
Psychology	29
Public and Community Service	30
Sociology	31
Women's Studies	32
Theatre, Dance & Film	33
Independent Study	34

SECTION III: FORMS

Learning Agreement Pre-Worksheet (via Handshake)	36
Student Performance Evaluation	37



PROVIDENCE
COLLEGE

SECTION I

Guidelines

Handbook for Academic Internships and Field Experiences

ACADEMIC DEPARTMENTS/PROGRAMS

- A. Internship/field experience credit can be granted only through a course from the college bulletin that specifically indicates by title and description that it is an internship/field experience course.
- B. A student may earn a maximum of six credit hours in internship/field courses toward their degree requirements.
- C. The academic requirements of all credit bearing internships are at the discretion of the academic department/program; however, all departments/programs shall file with the Office of the Vice President of Academic Affairs and the Associate Director for Internships the criteria by which students enrolled in internship courses shall be evaluated and granted credit.
 - a. The criteria shall specify student eligibility for internship course enrollment including: grade point average; class year; grade option(s) (P/F can be utilized for major/minor credit); whether the credit can be used toward major/minor requirements; whether the student intern can be paid; the minimum number of hours at the site; and whether non-majors are permitted to register for the course.
- D. Academic department chairs/program directors (or their designees) are responsible for the approval of academic internship/field experience sites based on a review of the internship description and projected outcomes. It is not to be assumed that all opportunities listed with the Career Education Center or those self-developed by students meet the departmental/program criteria for academic credit.
 - a. Academic internship credit may be considered by academic departments/programs for on campus sites that offer a professional work/office setting akin to what might be offered through an off-campus site. In such cases, supervision of the student intern must be conducted by a professional administrator of the College in conjunction with the academic supervision provided by the faculty supervisor.
 - b. Academic internship credit shall not be granted for student involvement in student clubs, organizations or activities that are outlined in the Student Handbook. These experiences are co-curricular in nature and do not typically take place in a professional work setting offering direct supervision.
- E. Academic departments/programs shall resolve matters of faculty teaching load for internship/field experience courses but ensure that one or more members of the faculty be assigned as supervisor(s) to monitor intern performance and evaluate outcomes.
Interns may be supervised only by members of the Ordinary Faculty or Full-time Term Faculty. It is the responsibility of the departments/programs to inform faculty supervisors about college policies and procedures on academic internships.

FACULTY SUPERVISOR RESPONSIBILITIES

- A. ***It is strongly recommended*** that the faculty supervisor meet with the student intern a minimum of 4 times during the term of registration (twice before mid-semester and twice after mid semester) as a means of monitoring the student and providing guidance. It is additionally recommended that regular contact (in person, phone or email) be maintained with the student throughout the entire term of registration.
- B. ***It is strongly recommended*** that the faculty supervisor establish contact (in person, phone or email) with the site supervisor of the student intern at least 1 time by mid semester to assess the general status of the student and his/her progress toward the established learning objectives.
- C. The faculty supervisor is responsible for the timely completion and submission of all academic internship documents prior to the granting of academic internship credit.

ACADEMIC INTERNSHIP DOCUMENTS:

- a. ***College Learning Agreement for Internships and Field Experiences:*** It is the responsibility of the faculty supervisor to facilitate the student's completion of the Online Internship Learning Agreement, specifically the development of learning objectives and strategies for achieving such objectives. The Online Internship Learning Agreement with all required signatures must be submitted via Handshake no later than the 3rd Friday of the fall or spring semesters. The Summer Online Internship Learning Agreement is to be submitted within 2 weeks of the internship start date.
- b. ***Student Intern Performance Evaluation:*** All students enrolled in academic internship/field experience courses must be evaluated by their respective site supervisors. Faculty supervisors shall determine the design of this evaluation or may use the college-wide Student Intern Performance Evaluation form available from the Associate Director for Internships.
- c. ***Site Evaluation:*** All students enrolled in academic internship/field experience courses must complete an online site evaluation via Handshake by the end of the semester of registration. The Associate Director for Internships and faculty supervisors are to mutually advise on site quality issues. Note: Student concerns regarding site quality voiced during the term of the internship are to be addressed by the faculty supervisor.
- D. ***If an internship course is not part of a faculty member's regular teaching load, overload compensation is provided on a per student basis.***

ASSOCIATE DIRECTOR FOR INTERNSHIPS

RESPONSIBILITIES

It is the role of the Associate Director for Internships to provide centralized support and assistance to students, faculty, and internship/field experience sponsors for academic internships.

- A. The Associate Director for Internships serves as liaison to Academic Affairs (Office of the VPAA, Undergraduate Dean's Office, and SCE) regarding academic internship matters and recommends and/or implements revisions to policy, procedures and documentation.
- B. The Associate Director for Internships maintains centralized academic internship/field experience records on all students and sites via the Online Internship Learning Agreement and Site Evaluation via Handshake. Learning agreements are reconciled with banner course registrations and original files are maintained by semester. Site evaluations are utilized to identify internships/field experiences where quality may be questionable. In such circumstances, follow-up is coordinated with the faculty supervisor of record.
- C. The Associate Director for Internships reports on college wide academic internship/field experience activity to relevant administrative offices (e.g., Academic Affairs, Admissions, College Relations, Institutional Research, Student Affairs Administration, etc.).
- D. The Associate Director for Internships is the central contact/advisor for all day school undergraduates pursuing summer academic internship courses via the School of Continuing Education. The Associate Director for Internships and the Undergraduate Dean's Office work cooperatively to ensure that all relevant forms are submitted for summer academic internship courses.
- E. The Associate Director for Internships chairs the Internship Advisory Committee (IAC), comprised of faculty and a member of the Undergraduate Dean's Office. The IAC offers consultation and advisement on matters pertaining to academic internships/field experiences.
- F. The Associate Director for Internships serves as a central resource to faculty supervisors and academic departments/programs: updates departments/programs on internship/field experience matters, organizes faculty seminars on internship/field experience topics, maintains an online community group on academic internships/field experiences, works cooperatively to resolve internship/field experience problems, promotes academic internship/field courses, and co-sponsors student seminars with faculty.

- G. The Associate Director for Internships serves as the liaison to the college general counsel on legal issues specific to academic internships/field experiences and centrally coordinates legal documents pertaining to academic internships.
- H. The Associate Director for Internships serves as the central internship advisor to students and provides assistance with the following: identification of internship interests, internship site development, internship search methods and college/departmental/program internship policies and guidelines. The Associate Director for Internships manages an online system of internship opportunities, online resources, and a library of hardcopy resources.

LEGAL CONSIDERATIONS

- A. Faculty shall not sign legal documents issued by the sponsoring internship organization. Documents or agreements issued by the internship/field experience site requiring the signature of a college official are to be forwarded to the Associate Director for Internships who will ensure that they are reviewed and completed by the college's general counsel. No legal document will be honored by the College unless it is signed by the appropriate college signatory official.
- B. **In instances where the sponsoring internship organization requires an Indemnity and Hold Harmless Agreement, only the College's Indemnification and Hold Harmless may be used. The College's Indemnification form shall be issued and processed by the Associate Director for Internships.**
- C. **In instances where the internship organization requires "verification of academic credit" as part of the student application for an internship, the Associate Director for Internships shall issue a standard letter upon request of the student.**
- D. The faculty supervisor is required to immediately report complaints or concerns regarding sexual harassment or instances where the physical or psychological well-being of the student is in question to the college general counsel and the Associate Director for Internships.
- E. No relative of the student intern shall serve in the capacity of site supervisor.
- F. Providence College requires that all academic internship/field experience sites comply with all state or federal laws and regulations, including but not limited to Title VII, Equal Employment Opportunity laws, Fair Labor Standards, Workers' Compensation laws, and the Americans with Disabilities Act. The faculty supervisor is required to report any student complaints regarding compliance with any state or federal law or regulation to the college legal counsel and the Associate Director for Internships.
- G. The College's general counsel will address inquiries regarding the College's insurance coverage on academic interns.

SUMMER ACADEMIC INTERNSHIPS

A student may register for a summer academic internship course via the Providence College School of Continuing Education.

A. Registering for summer academic internship credit via the School of Continuing Education

- a. Junior or senior level status is typically required to register for summer academic internships. All students interested in pursuing summer academic internship credit must meet with the Associate Director for Internships in the Career Education Center to review procedures and to obtain the Online Internship Learning Agreement.
- b. All students must obtain summer course approval from their class dean in the Dean's Office.
- c. A member of the college faculty must agree to serve as the internship faculty supervisor throughout the term of the internship. It is the responsibility of the student to secure a faculty member from a department related to the internship to serve as his/her internship faculty supervisor. Students who are having difficulty securing an internship faculty supervisor should consult with the Associate Director for Internships and/or their class dean in the Dean's Office for assistance.
- d. Registration and payment for summer academic internships is processed via the School of Continuing Education. Students are charged the SCE 3-credit course rate.
- e. Students are required to complete and submit the Online Internship Learning Agreement via Handshake. The Learning Agreement should be completed with the assistance of the internship faculty supervisor and the internship site supervisor. The Online Internship Learning Agreement must be completed and submitted via Handshake within 2 weeks of the start of the summer internship.
- f. All arrangements for summer academic internship credit must be made no later than the start of the 2nd SCE Summer Session. Formal course registration is not complete until the Online Internship Learning Agreement has been submitted.



PROVIDENCE
COLLEGE

SECTION II

Courses

COURSE & PROGRAM DESCRIPTIONS

This section contains course descriptions and additional details on the internship/field experience courses that are tracked by the Associate Director for Internships.

The information was compiled based on the results of a survey sent by the college internship coordinator to all relevant academic departments and programs in fall 2004 and updated as appropriate. This information was gathered to ensure the accuracy of advisement given to students pursuing such courses and to be used by the Office of the Vice President of Academic Affairs in its review of academic internship/field experience practices.

This excludes information from the Departments of Education and Social Work. The experiential courses of Education and Social Work do not come under the purview of the college internship coordinator per Faculty Senate legislation.

ACCOUNTANCY

ACC 450 Accountancy Internship

1 semester, 3 credits

Offers credit to students participating in department approved internships in for-profit or not-for-profit organizations or governmental agencies. Students are provided with a valuable experiential learning opportunity. Academic assignments, as specified in the accountancy internship contract, must be completed. Departmental approval is required.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): Overall GPA: 2.5; Major GPA: 3.0
- Prerequisite Course(s): 2 years of course work in the major
- Requirement: This is not a required course
- Course Availability: Open to majors and minors with prerequisites
- Application of Credit: Minor elective credit; general elective credit for majors
- Grade Option(s): Pass/Fail only
- Time Requirements: 12+ hours per week; 15 weeks (equivalent to 1 academic semester)
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: The chair recommends a faculty member based on “area of knowledge” and the student is responsible to request supervision after the chair offers a recommendation
- Site and Course Registration Approval: Both are granted by the chair

AMERICAN STUDIES

AMS 450 Internship

1 semester, 3 credits

American Studies is an interdisciplinary program that studies the history, literature, culture, and institutions that make up the American experience. This internship program allows individuals to design their programs according to their own needs and interests. Each major works closely with an advisor to develop a course of studies that will be the most individually beneficial. As a result, the program is highly flexible and individualized. AMS recognizes that mature juniors and seniors contemplating their future direction often need learning experiences beyond the structured classroom environment. Students have the opportunity of broadening their understanding of American history and culture and of expanding upon a particular historical interest (e.g., public history and museum studies) by working as interns at institutions such as the Rhode Island or Newport Historical Society, Peabody Essex Museum, Providence City Hall, The Slater Mill Historic site or the Providence Maritime Foundation, to name just a few. Internship opportunities within the broad area of communications (television and radio broadcasting, journalism, public relations, publishing) are also available in the Providence community for students wishing to test out career interests and to develop professional skills related to their undergraduate studies.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): Minimum GPA: 2.5
- Prerequisite Course(s): None
- Requirement: This is not a required course
- Course Availability: Majors only
- Application of Credit: Major elective credit
- Grade Option(s): Letter grade
- Time Requirements: 12 hours per week; 10 weeks minimum
- Financial Compensation: Academic credit and pay permitted subject to approval of director
- Assignment of Faculty Supervision: The director will assign or assist in the selection of faculty supervisor
- Site and Course Registration Approval: Both are granted by the director

Handbook for Academic Internships and Field Experiences

ART HISTORY

ARH 450 Internship

1 semester, 3 credits

Offers advanced students' academic credit for a supervised work and learning experience in an art-related organization. Students work with a faculty advisor and on-site supervisor to develop a series of structured assignments and prepare a final report. Interested students should contact the Art and Art History Department as early as possible.

Prerequisites: Permission of instructor and department chair

- Prerequisite Grade Level: Juniors and seniors in good academic standing
- Prerequisite GPA(s): N/A
- Prerequisite Course(s): N/A
- Requirement: This is not a required course.
- Course Availability: Majors in studio art or art history only
- Application of Credit: Yes
- Grade Option(s): Letter grade
- Time Requirements: Students will be expected to work on-site approximately 100 hours for 3 credits, plus academic assignments
- Financial Compensation: Paid internships may receive academic credit, subject to approval
- Assignment of Faculty Supervision: The Art History Dept. will assign or assist students in the selection of a faculty supervisor
- Site and Course Registration Approval: Department Chair
- Site and Course Registration Approval: Both are granted by the chair

BIOLOGY

BIO 450 Internship

1 semester, 3 credits

This three-credit elective offers majors the opportunity to independently explore practical applications of biological principles in the work place. Students must prepare a proposal, select and obtain approval from a site supervisor, and approval from the department chair prior to registration for the internship course. An Internship Learning Agreement that specifies the practical and academic requirements must be reached by the aforementioned before the start of internship semester. Minimally, students are expected to spend 8–12 hours per week at the internship site, maintain a journal that documents internship activities, and complete a paper that integrates their academic and experiential learning. Pass/fail basis only.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): NA
- Prerequisite Course(s): NA
- Requirement: This is not a required course
- Course Availability: Majors only
- Application of Credit: Major elective credit only
- Grade Option(s): Pass/Fail only
- Time Requirements: 8-12 hours per week; 14 weeks
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: Students select their faculty supervisors
- Site and Course Registration Approval: Both are granted by the chair

ECONOMICS

ECN 356 Economics Internship

1 semester, 3 credits

Offers credit to students in department-sponsored internships in profit and non-profit business organizations and governmental agencies. Academic assignments as specified in the economics internship contract must be completed. Prerequisite: Junior and senior economic majors only.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): Overall GPA: 2.0
- Prerequisite Course(s): n/a
- Requirement: This is not a required course
- Course Availability: Majors only
- Application of Credit: Major elective credit permitted
- Grade Option(s): Pass/Fail only
- Time Requirements: 8 hours per week; 12 week minimum
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: Faculty supervision is determined by the “interests” of the faculty as well as student request
- Site and Course Registration Approval: Granted by the chair

ENGINEERING-PHYSICS-SYSTEMS

EPS 450 Internship

1 semester, 3 credits

This course is available to seniors who wish to gain experience in an industrial/company setting. Students will independently explore the practical applications of physical principles learned in the classroom.

- Prerequisite Grade Level: Seniors
- Prerequisite GPA(s): NA
- Prerequisite Course(s): NA
- Requirement: This is not a required course. Highly recommended for Applied Physics majors
- Course Availability: Non-majors “are not officially blocked from this course”
- Application of Credit: Major and minor elective credit permitted
- Grade Option(s): Letter grade
- Time Requirements: 120-150 hours during the “majority of the semester”
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: Students select their faculty supervisor, but typically the chair has served in this capacity
- Site and Course Registration Approval: Granted by the chair

ENGLISH

ENG 358-359 Communications Internship

1 semester, 3 credits

Internships at local agencies (radio, TV, news media, PR firms, as well as other businesses and foundations with communications services) may be obtained at the initiative of the junior/senior student to develop and apply skills in writing, analysis, and the creative imagination to the workplace. In addition to the 10-15 hours of supervised experience, students must compose and fulfill a contract to insure an academic component.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): NA
- Prerequisite Course(s): NA
- Requirement: This is not a required course
- Course Availability: Non-majors are permitted
- Application of Credit: General elective credit
- Grade Option(s): Pass/Fail only
- Time Requirements: 10 hours weekly minimum; 10 week minimum
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: Majors are assigned to their advisors; non-majors are assigned to the chair
- Site and Course Registration Approval: Granted by the chair

FINANCE

FIN 450 Finance Internship

1 semester, 3 credits

A mechanism by which students engage in professional work in a corporate environment for academic credit. Internships must consist of academic and experience components and will be supervised by a sponsoring faculty member. Prerequisite: Permission of department chair.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): The chair evaluates GPA prior to approval
- Prerequisite Course(s): At least one relevant finance course; the chair will evaluate the relevancy of the finance coursework
- Requirement: This is not a required course
- Course Availability: Non-majors are permitted
- Application of Credit: General elective credit
- Grade Option(s): Pass/Fail only
- Time Requirements: 100 total hours; 10 weeks
- Financial Compensation: Academic credit and pay permitted only by approval of the faculty supervisor
- Assignment of Faculty Supervision: Students contact potential faculty supervisors, with guidance from the department chair, as needed
- Site and Course Registration Approval: Granted by both the chair and faculty supervisor

GLOBAL STUDIES

GST 450 Internship

1 semester, 3 credits

Students have the opportunity of broadening their understanding of globalization by engaging in approved on-site internship experiences related to issues such as world hunger and poverty, immigration, the rights of world children, indigenous rights and cultures, and local alternatives to global agribusiness. Global Studies will accept only one internship for academic credit.

Prerequisite: Permission of the Director.

- Prerequisite Grade Level: Juniors and Seniors in good academic standing
- Prerequisite GPA(s): N/A
- Prerequisite Course(s): N/A
- Requirement: This is not a required course.
- Course Availability: Majors only
- Application of Credit: Major elective credit
- Grade Option(s): Letter Grade
- Time Requirements: Students will be expected to work on-site approximately 100 hours for 3 credits, plus academic reflection assignments.
- Financial Compensation: Paid internships may receive academic credit, subject to approval by the Global Studies Director
- Assignment of Faculty Supervision: The Global Studies Director will assign or assist students in the selection of a faculty supervisor
- Site and Course Registration Approval: Granted by Global Studies Program Director.

HEALTH POLICY & MANAGEMENT

HPM 450 Field Experience

1 semester, 3 credits

This is an advanced course designed to provide the student the opportunity to conceptualize problems in the organizational environment of the health care sector. The student will have the opportunity to observe and participate in the administrative activities of the organization and to witness the decision-making process within the constraints and dynamics of the organizational environment. The central focus of the field experience is the development of behavioral skills and interpersonal relations skills. In addition, the student will have the opportunity to apply formal classroom theories and techniques in a practical setting. Student placements will be arranged and supervised by a member of the HPM faculty with on-site supervision by a preceptor from the host organization. Open to HPM seniors or by permission. Prerequisites: HPM 300, 310 & 408.

- Prerequisite Grade Level: Seniors or by permission
- Prerequisite GPA(s): Overall GPA: 2.0
- Prerequisite Course(s): HPM 300, 310 & 408
- Requirement: This is a required course
- Course Availability: Non-majors by permission
- Application of Credit: Major credit
- Grade Option(s): Letter grade only
- Time Requirements: 120 total hours; 10 week minimum
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: The program director in consultation with faculty
- Site and Course Registration Approval: Granted by the faculty supervisor

HISTORY

HIS 450 Internship

1 semester, 3 credits

The internship experience serves several purposes: It greatly enhances the learning of History outside the regular classroom environment; it contributes to the student's professional development; and it allows the student to pursue and expand upon a particular historical interest while, at the same time, earning academic credit. In particular, students who are interested primarily in public history - bringing history to the general public - benefit greatly from the experience of a history internship.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): Overall GPA: 2.5; History GPA: 3.0
- Prerequisite Course(s): NA
- Requirement: This is not a required course
- Course Availability: Non-majors are permitted; although usually limited to majors and minors, the history internship may be available to other students if they possess sufficient history background for the work involved
- Application of Credit: Major/minor elective credit
- Grade Option(s): Letter grade; Pass/Fail permitted by chair if general elective credit
- Time Requirements: 84 total hours – will approve up to 112 total hours
- Financial Compensation: Academic pay and credit permitted
- Assignment of Faculty Supervision: Determined by the chair
- Site and Course Registration Approval: Both are granted by the chair and the faculty supervisor
- Additional: No internships may be initiated once the semester/summer has begun

MANAGEMENT

MGT 450 Internships

1 semester, 3 credits

This course permits juniors and seniors to engage in outside internships for academic credit. The criteria are essentially based on academic and experience components which are supervised by a faculty member. Prerequisite: Permission of chair.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): NA
- Prerequisite Course(s): NA
- Requirement: This is not a required course but is recommended for majors
- Course Availability: Non-majors by permission of the chair
- Application of Credit: Major elective credit* through SP '20; general elective credit for non-majors
- Grade Option(s): Letter grade
- Time Requirements: 10 hour weekly minimum; 12 week minimum
- Financial Compensation: Academic credit and pay are permitted on a case by case basis by the chair
- Assignment of Faculty Supervision: The chair assigns a member or members of the faculty to teach the course each semester
- Site and Course Registration Approval: Site approval is granted by the faculty supervisor; course registration approval is not required

MARKETING

MKT 450 Internship

1 semester, 3 credits

The internship program allows students to engage in a minimum of 100 hours of professional work in a corporate or nonprofit environment for academic credit. Internships will be supervised by a sponsoring faculty member. Prerequisite: Permission of the instructor.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): Overall GPA: 2.0
- Prerequisite Course(s): NA
- Requirement: This is not a required course
- Course Availability: Non-majors are permitted
- Application of Credit: General elective credit
- Grade Option(s): Pass/Fail
- Time Requirements: 100 total hours; 10 week minimum
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: The chair assigns a faculty member each semester to teach the course
- Site and Course Registration Approval: Both are granted by the faculty supervisor

MATHEMATICS & COMPUTER SCIENCE

MTH 450 Internship

1 semester, 3 credits; See chair to enroll in this course

CSC 450 Internship

1 semester, 1-3 credits; See chair to enroll in this course

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): NA
- Prerequisite Course(s): NA
- Requirement: This is not a required course
- Course Availability: Majors; non-Majors if math/computer application internship
- Application of Credit: General elective credit only
- Grade Option(s): Pass/Fail only
- Time Requirements: 10 hours per week; 12 week minimum but full 15 week semester preferred
- Financial Compensation: Academic credit and pay are permitted for internships that are at least 12 hours per week; if the internship is less than 12 hours per week, financial compensation is not allowed
- Assignment of Faculty Supervision: The department assigns a faculty member to the internship course each semester
- Site and Course Registration Approval: Granted by both the chair and faculty supervisor
- Additional: Interns are required to meet with the faculty supervisors a minimum of once a month, submit weekly journals describing the work at the job during that week, and submit a final paper

MODERN LANGUAGES

FRN 450 Internship in French Studies

GER 450 Internship in Germanic Studies

ITA 450 Internship in Italian Studies

SPN 450 Internship in Hispanic Studies

1 semester, 3 credits

This course offers French, Italian and Spanish majors and German minors at the advanced level the opportunity to apply and deepen their knowledge of the major language/culture in a meaningful way outside the classroom. Students interested in an internship must finalize the details of their placement and obtain approval both from the faculty member who will serve as their internship advisor and from the department chairperson PRIOR to registering for this course. Interns sign the departmental and college internship contracts and, in addition to the minimum ten hours per week devoted to supervised on-site responsibilities, meet regularly with the faculty internship advisor to discuss the ongoing process of the scholarly project that will emerge from the internship experience. At the conclusion of the internship, interns will submit the following in the target language: a written journal documenting and reflecting upon their weekly internship experiences, and a scholarly project submitted in writing to the internship advisor and presented orally to the department faculty.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): None
- Prerequisite Course(s): Completion of 300-level courses required for the major
- Requirement: This is not a required course
- Course Availability: Majors only; GER minor only
- Application of Credit: Major elective credit in FRN, ITA and SPN; minor elective in GER
- Grade Option(s): Letter grade
- Time Requirements: 10 weeks per week; 12 week minimum (modified as needed)
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: Students select their faculty supervisors
- Site and Course Registration Approval: Granted by both the chair and faculty supervisor

POLITICAL SCIENCE

PSC 450 Political Science Internship

1 semester, 3 credits

Offers credit to students participating in internships in government, political, and nonprofit public service organizations. Specific academic assignments are included as designated by the instructor.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): Overall GPA: 2.5
- Prerequisite Course(s): NA
- Requirement: This is not a required course
- Course Availability: Non-majors are permitted
- Application of Credit: Major/minor elective credit; general elective credit
- Grade Option(s): Letter grade; Pass/Fail by permission
- Time Requirements: 90 total hours; 4 week minimum
- Financial Compensation: Academic credit and pay permitted on a case by case basis
- Assignment of Faculty Supervision: The chair assigns a faculty member to teach the course
- Site and Course Registration Approval: Granted by the faculty supervisor

PSYCHOLOGY

PSY 350 Psychology Internship

1 semester, 3 credits

Offers credit to students involved in applications of psychology or research in psychology at off-campus sites. Students will select a site from among a list of approved sites maintained by the Psychology Department or may work in conjunction with the course instructor to develop a new approved site. Students will work at the site 8-10 hours/week, maintain a journal, write a paper, and attend meetings during the semester. Prerequisites: PSY 100 and sophomore or junior status. Permission of instructor required. Psychology majors only. Offered every semester.

- Prerequisite Grade Level: Sophomore or Junior standing
- Prerequisite GPA(s): NA
- Prerequisite Course(s): PSY 100
- Requirement: This is not a required course
- Course Availability: Majors only
- Application of Credit: Major elective credit
- Grade Option(s): Letter grade, if used toward major requirement
- Time Requirements: 8 hours per week; 13 weeks
- Financial Compensation: Internships must be unpaid
- Assignment of Faculty Supervision: The department chair assigns a faculty member to teach the course
- Site and Course Registration Approval: Granted by the faculty supervisor

NOTE:

PSY 489 Psychology in Human Services is a 4-credit field experience course whereby juniors or seniors volunteer in field settings related to clinical psychology. Prerequisites: PSY 324 and permission of the chair.

PUBLIC & COMMUNITY SERVICE

PSP 450 Internship in Community Service

1 semester, 3 credits

This course offers credit for an intensive public or community service internship experience in an applied setting. The course combines attention to community service issues with specific academic themes designated by the instructor. The choice of the internship placement will be integrated with the substance of each student's track courses. The experience will be supervised and evaluated with appropriate academic assignments as designated by the instructor. Prerequisites: PSP 101 & PSP 202.

- Prerequisite Grade Level: Typically junior+ standing
- Prerequisite GPA(s): Overall GPA: 2.0
- Prerequisite Course(s): PSP 101 & PSP 202
- Requirement: This course is required for all majors
- Course Availability: Majors only but will permit a non-major in special cases
- Application of Credit: Major credit; Minor elective credit; General elective credit for majors/minors taking the course for a second internship
- Grade Option(s): Letter grade only
- Time Requirements: 120 total hours; 8-10 week minimum
- Financial Compensation: Academic credit and pay permitted
- Assignment of Faculty Supervision: The student selects a faculty member followed by final approval from the director
- Site and Course Registration Approval: Granted by the director

SOCIOLOGY

SOC 450 Sociology Internship

1 semester, 3 credits

This course offers advanced students an opportunity to use their academic knowledge and skills in a non-profit agency or organizational setting in the local community as a way to better understand social issues and problems. Interns will devote a minimum of eight hours per week to agreed-upon activities at the internship site throughout the semester. They will also meet regularly with the faculty member who is their intern advisor. Prior to registering for this course, interested students MUST have their placement set up and MUST obtain approval from the instructor who will serve as their intern advisor. Interns will identify their learning goals, sign an internship contract, keep a journal of their experiences, and complete other appropriate academic assignments and activities as designed by the instructor. This course is open to sociology majors and minors, and those from related fields, and is limited to juniors and seniors.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): NA
- Prerequisite Course(s): NA
- Requirement: This is not a required course
- Course Availability: Non-majors from related fields are permitted
- Application of Credit: Major and minor elective credit; general elective credit
- Grade Option(s): Letter grade; Pass/Fail permitted upon request
- Time Requirements: 100 hours minimum, 10 week minimum -12 preferred
- Financial Compensation: Academic credit and pay permitted on a case by case basis by the faculty supervisor
- Assignment of Faculty Supervision: Fall: The chair assigns a faculty member to teach the course Spring: a student can select a faculty member on the basis of the faculty member's expertise
- Site and Course Registration Approval: Granted by the faculty supervisor

SOCIOLOGY/ WOMEN'S STUDIES

SOC/WMS 451 Women and Family Issues Internship

1 semester, 3 credits

This course offers juniors and seniors who major or minor in Sociology, Women's Studies, and related disciplines an opportunity to use their academic knowledge and skills in a non-profit agency or organizational setting in the local community. Interns will devote a minimum of eight hours per week to agreed-upon activities at the internship site throughout the semester. They will also participate in a concurrent weekly seminar and in related internship activities. Registering for this course is contingent on students having their placements set up AND approved by the faculty advisor who serves as instructor—in the semester preceding the one in which they take the internship. Interns will develop individual learning goals, sign an internship contract, keep a journal of their experiences, and complete other appropriate academic assignments as designated by the instructor. Within the context of the internship theme, students will have an opportunity to choose particular issues and constituencies around which to focus their experiences.

- Prerequisite Grade Level: Junior+ standing
- Prerequisite GPA(s): NA
- Prerequisite Course(s): NA
- Requirement: This is not a required course
- Course Availability: Non-majors from related fields are permitted
- Application of Credit: Major and minor elective credit; general elective credit
- Grade Option(s): Letter grade; Pass/Fail permitted upon request
- Time Requirements: 100 hours minimum, 10 weeks minimum -12 preferred
- Financial Compensation: Academic credit and pay permitted on a case by case basis by the faculty supervisor
- Assignment of Faculty Supervision: The chair assigns a faculty member to teach the course
- Site and Course Registration Approval: Granted by the faculty supervisor

THEATRE, DANCE & FILM

TDF 450 Theatre, Dance & Film Internship

1 semester, 3 credits

This course offers advanced TDF majors and minor students' academic credit for a supervised work and learning experience in a professionally related environment. Students work with a faculty advisor and on-site supervisor to develop a structured work and learning schedule. An Internship Learning Agreement that specifies the practical and academic requirements must be approved before the start of the internship. A minimum of 9 to 12 hours on site work must be included in the agreement.

- Prerequisite Grade Level: N/A
- Prerequisite GPA(s): N/A
- Prerequisite Course(s): N/A
- Requirement: This is not a required course
- Course Availability: Majors and Minors from TDF department are permitted
- Application of Credit: Major and minor elective credit; general elective credit
- Grade Option(s): Letter grade; Pass/Fail permitted upon request
- Time Requirements: A minimum of 9 to 12 hours on site work
- Financial Compensation: Academic credit and pay permitted with approval
- Assignment of Faculty Supervision: The chair assigns a faculty member to supervise
- Site and Course Registration Approval: Granted by the chair

INDEPENDENT STUDY

Independent Study – Internship/Field Experience

Internship/field experience credit can only be granted through a course from the college bulletin that specifically indicates by title and description that it is an internship/field experience course.

In the absence of an academic internship course, certain departments/programs have utilized “Independent Study” for internships or field experiences. These include, but are not limited to: the Departments of Art and Art History, Education, and Theatre, Dance & Film. In such cases, the student is required to complete the college-wide Online Internship Learning Agreement.



PROVIDENCE
COLLEGE

SECTION III

Forms

LEARNING AGREEMENT PRE-WORKSHEET

(Sections to review with your faculty and site supervisor prior to submitting through Handshake)

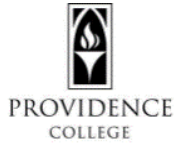
Learning Objectives: (Faculty should assist you in the development of these objectives)

How do you intend to achieve your objectives? What are the learning strategies and activities?

Evaluation Strategies - Course Assignments & Frequency:

Faculty Supervisor Contact - Frequency & Modes:

Site Supervisor Responsibilities: How will your supervisor train, evaluate and supervise you during your experience and facilitate the achievement of your learning objectives?



Student Intern Performance Evaluation

Note: This form is for use with academic internships at Providence College and is to be completed by the student intern's site supervisor and returned promptly to the student intern's PC faculty supervisor. The purpose of this evaluation is provide feedback on the student intern's workplace performance and is used by the faculty supervisor for academic purposes. Please evaluate the student objectively, comparing her/him with others assigned the same or similar tasks or with existing organizational standards. **It is recommended that you discuss this evaluation with the student intern. Electronic version can be found on college website.**

Intern Name: _____ Intern Title: _____

Internship Organization: _____

Site Supervisor: _____ Title: _____

Address (street, city, state, zip): _____

Phone: _____

Fax: _____

Email: _____

Student intern completed the TOTAL number of agreed upon internship hours? YES NO

Attendance: Good Fair Poor

Punctuality: Good Fair Poor

Please indicate the intern's performance and abilities in the following areas by checking the appropriate rating. Compare the intern's performance to other interns that you have supervised in the past. Evaluation ratings approximate the following letter grades:

A = Highly effective: Performance always meets and frequently exceeds expectations.

B = Effective: Performance usually meets and occasionally exceeds expectations.

C = Satisfactory: Performance usually meets expectations rarely may not.

D = Needs improvement: Performance sometimes meets expectations but usually does not.

F = Unsatisfactory: Performance rarely if ever met expectations.

ABILITY TO LEARN: *able to obtain and process new information and acquire skills*

A B C D F CAN'T JUDGE

Comments: _____

JUDGMENT/DECISION-MAKING: *explores and considers options, prioritizes and reaches decisions*

A B C D F CAN'T JUDGE

Comments: _____

WORK PRODUCTIVITY & QUALITY: *assigned tasks are accomplished in an efficient and effective fashion*

A B C D F CAN'T JUDGE

Comments: _____

INTERPERSONAL RELATIONS: *able to verbally communicate effectively with coworkers and work in a team structure*

A B C D F CAN'T JUDGE

Comments: _____

ATTITUDE & COOPERATION: *interest, enthusiasm, professionalism and willingness to contribute*

A B C D F CAN'T JUDGE

Comments: _____

OVERALL PERFORMANCE:

A B C D F CAN'T JUDGE

Describe the student intern's strengths: _____

Describe areas requiring additional development: _____

Additional Comments: _____

Site Supervisor Signature: _____ Intern Signature: _____

Date: _____

Thank you for forwarding this form to the student intern's *faculty supervisor* as promptly as possible. *Faculty supervisor* contact information can be found below or on the *Learning Agreement* document completed at the start of the internship.

PC Faculty Supervisor Name: _____

Campus Address: _____

PC College Internship Coordinator
Center for Career Education