Fall ’20 Academic Internship Program Guide
Career Services & Student Employment
Whitworth University
internships@whitworth.edu
509.777.3344

Internship Program Director: Kimberly Ortiz
General Operating Guidelines

- Students are responsible for finding and securing an internship and completing all registration requirements by the stated deadline. Failure to complete all registration requirements by the deadline may result in not being registered for and earning academic credit for the internship experience.
- Academic internships registered for credit under the Whitworth Internship Program are facilitated by the internship program director in career services.
- Approval of all academic internships is up to the discretion of the student’s academic department and designated faculty internship advisor. If the academic department doesn’t have a designated faculty internship advisor, the student must identify a faculty member and ask if they would be willing to oversee the academic internship experience.

Internship Defined

Internships are defined by the National Association of Colleges and Employers (NACE) as: “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

By participating in an internship, students have the opportunity to:
- Explore an industry, a career path, or an organization.
- Gain practical, hands-on professional work experience.
- Build and hone skills employers look for when hiring college graduates.
- Network with professionals and make valuable connections for references, future opportunities, and mentorship.
- Apply knowledge acquired in the classroom to the world of work.
- Earn academic credit, either as a program requirement or elective credit.

What is an academic internship at Whitworth?

An academic internship is a planned and an approved credit-bearing work-based learning experience that integrates into your academic program, whether as a requirement or elective. Academic internships are limited with defined start and end dates, have a faculty instructor known as the faculty internship advisor, and have structured learning goals to guide the learning and reflection during and after the internship experience.

Academic Internship (numbered 290, 390, 490, 590):
An academic internship is an approved credit-bearing work-based learning experience that integrates students’ academic coursework with career-related work experience in the major field. Academic internships are planned and structured with clear learning goals and objectives developed under the instruction of a faculty internship advisor within the major field prior to starting the internship experience.

Academic Field Study (numbered 280, 480):
A field study provides students with the opportunity to explore a career in any field of interest through an observational, exploratory, hands-on experience.

Non-Credit-Bearing Internship:
A non-credit-bearing internship or not-for-credit internship is a work-based learning experience completed by the student on his or her own and is not in any way tied to Whitworth University.

NOTE: Summer tuition is applied to credit-bearing summer internships and the Jan Term fee is applied to credit-bearing internships during Jan-Term.

1 Academic internships refer to credit-bearing internship and field study experiences numbered 280/90, 390, 480/90, and 590.
2 Faculty internship advisor is also known as instructor of record.
Finding an Internship

It is the responsibility of the student to find and secure an internship. A career services staff member can guide the student through their internship search and assist with:

- Developing a plan and identifying areas of interest.
- Search strategies and conducting research.
- Internship leads and contacts.
- Résumé, cover letter, and interview preparation.

Get Help Finding an Internship:
Internship advising appointments must be scheduled through Handshake or requested by email in advance, as in-person drop-in appointments will not be available. Through the end of Fall Term 2020, all career services & student employment advising will be conducted virtually via phone, MS Teams, Zoom, or email.

Resources for Finding an Internship

- Utilize Handshake.
- Attached a job or career fair.
- Target employers and search their web page.
- Check employers’ social media.
- Connect with your network and let them know you are seeking an internship.

Organization & Internship Criteria

Organizations must be approved to host academic internships. In collaboration with the academic department and faculty internship advisor, the academic internship program director in career services is available to screen a proposed internship host organization to verify that the following criteria is met prior to granting the student permission to register for academic credit:

- For all on-site academic internships during Fall Term 2020, the organization must provide written documentation of their policy for adhering to the Centers for Disease Control and Prevention (CDC) guidelines. The documentation must be emailed to your faculty internship advisor and the internship program director at kortiz@whitworth.edu.
- The organization must meet the criteria outlined in the Whitworth University Career Services Policies and Guidelines for Employers.
- The organization must be in a business-zoned area, which means the internship is in a public setting and not a private home.
- The student must have a schedule that allows them to work 40 hours x the number of registered credits (40 hours x 1 credit = 40 hours, 40 hours x 2 credits = 80 hours) during the term in which they are registered. Hours completed outside the constraints of the term, following the Registrar’s Academic Calendars & Schedules, are not eligible to be counted toward the credit-hour requirement.
- No more than 25 percent of the internship duties may be clerical in nature.
- If the internship is partially or fully remote or virtual, then additional criteria must be met (see “options may include” section).

Important Dates & Timeline

Academic internships follow the Registrar’s Academic Calendars & Schedules. It is important to start your internship search early as there are steps that must be completed in order to set up and register your internship for academic credit prior to starting your experience. Retroactive credit will not be awarded. Academic internships must be completed during the semester for which you are registered.

Undergraduate Degree Programs:

- Fall Term 2020: Sept. 9-Dec. 18, 2020
  - Last day to register an internship/field study for academic credit: Tuesday, Nov. 10, 2020
  - Final internship requirements must be completed by Friday, Dec. 18, 2020
Adult Degree Programs:
• Fall Term 2020: Aug 17-Dec 18, 2020
  • Last day to register an internship/field study for academic credit: Tuesday, Nov 10, 2020
  • Final internship requirements must be completed by Friday, Dec 18, 2020

Eligibility

Academic Internship (numbered 290, 390, 490, 590):
• Must have completed at least 30 credits and attained sophomore-class standing.
• Must secure a work-based learning experience within the scope of your academic major.
• Must obtain approval from faculty internship advisor of the worksite and experience.
• Must not have any type of hold on student account.
• Must maintain a minimum GPA of 2.0.

Academic Field Study (numbered 280, 480):
• Must have completed at least 15 credits and are in the Spring Term of your first year or beyond.
• Must secure a work-based learning experience outside the scope of your academic major.
• Must obtain approval of the site and experience from your faculty internship advisor.
• Must not have any type of hold on student account.

International Academic Internship:
• Must be eligible to register for an academic internship or field study.
• Must meet with a representative from the International Education Center for direction and additional required paperwork (International Internship Agreement). Will be denied academic credit if you fail to meet with the International Education Center before leaving for your internship experience.
• Students are restricted from earning academic credit for an internship in a country under a travel warning. You are responsible for checking for travel warnings up to the date of your departure.
• Travel warnings: travel.state.gov/content/passports/English/alertswarnings.html

Honors Internship:
• Must be eligible to register for an academic internship.
• Must meet with the Honors Program to obtain approval.
• Faculty internship advisor must approve of the experience and honors credit.
• Experience must be graded as a letter grade.

Who is involved?

All credit-bearing academic internships require involvement of 4 key parties: student/intern, faculty internship advisor, internship worksite supervisor, and internship program director. Each party has an important role throughout the duration of the internship experience. To help you understand the different roles, each party and their responsibilities are outlined below.

Student/Intern
• Applies and agrees to the position description.
• Meets with faculty internship advisor to obtain approval of the internship for academic credit.
• Completes the internship contract and the Risk Assessment and Liability Form.
• By signing the internship contract, you agree that you have read and understand the Academic Internship Program Guide, and agree to follow all Whitworth policies related to the academic internship program and the Whitworth Student Code of Conduct along with the worksite direction, policies, and procedures. Additionally, you are declaring that the information provided in this form is accurate and true, and you promise to perform in a professional manner to complete all specified requirements outlined in the Academic Internship Contract by the last date of the term as listed in the Registrar’s Academic Calendars & Schedules.
• If the internship experience is on-site at the worksite:
  • Completes the COVID-19: On-Site Academic Internship Verification Form.
  • Discusses and drafts an alternative assignment contingency plan in the event the internship is not able to be completed on-site or remotely and submits alternative assignment contingency plan with the internship contract.
  • Signs internship contract and obtains signatures from faculty internship advisor, worksite supervisor, and internship program director.
  • Ensures internship can be registered and has resolved any holds on student account.
  • Works and logs the required credit hours on internship time log (40 hours for every 1 credit registered).
  • Completes faculty requirements as outlined in the internship contract.
  • Completes internship office requirements outlined in the internship contract.

Faculty Internship Advisor
• Approves of internship worksite and responsibilities.
• Advises intern on and approves learning goals, course number, course title, and number of credits.
• Assigns academic requirements (faculty requirements) such as writing a reflection paper, meeting with professionals at your internship site, or reading.
• Guides the quality of the learning experience.
• Signs internship contract.
• Evaluates intern’s work and assigns final grade.

Internship Worksite Supervisor
• Creates position description and hires student.
• Emails written documentation of company policy for adhering to the Centers for Disease Control and Prevention (CDC) guidelines to your faculty internship advisor and the internship program director at kortiz@whitworth.edu. This must be received before the internship can be processed to registration.
• Reviews and signs internship contract agreeing to:
  • Provide opportunities, supervision, support, and evaluation.
  • Provide a safe and healthy workplace for the student, the necessary training and information for the student to fulfill their on-the-job responsibilities and to maintain customary business insurance during the internship experience.
  • Explains work expectations, offers suggestions, and provides feedback.
• Reviews and signs internship time log.
• Completes performance evaluation (Internship Employer Evaluation) on intern.

Internship Program Director
• Conducts final review of and signs internship contract.
• Sends internship contract to registrar.
• Maintains contact with intern, internship worksite, faculty internship advisor, and registrar.
• Manages the risk and liability of the Academic Internship Program.
• Conducts Internship Exit Interview with intern.
• Facilitates final internship requirements, including updating intern and faculty internship advisor on status of final requirements.

Credits, Reporting Hours & Grading
• For every 1-credit registered, a minimum of 40 hours must be worked and recorded on the Internship Time Log.
  • 1 credit=40 hours, 2 credits=80 hours, 3 credits=120 hours
  • Hours worked must be within the constraints of the term for which you are registered. Hours completed outside of the term are not eligible to be counted toward credit-hour requirements.
  • Your work responsibilities should have minimal administrative duties (25% administrative duties/75% work).
• Adding/Dropping Credits:
  • Interns may NOT drop or decrease the number of academic credits for which they are registered after the first six weeks of the term.
  • However, interns can request to increase the number of credits for which they are registered up to the last day of the term.
  • All requests to add or drop academic credit for an internship must be approved by the faculty internship advisor with an email sent to Kimberly Ortiz at kortiz@whitworth.edu by the faculty internship advisor with their approval.
  • Internships are graded as S/NS, but can be graded as a letter grade with approval from your faculty internship advisor.
  • Generally, students can earn up to 12 internship credits during their time at Whitworth, but this varies by academic department.

Registering for Academic Credit

After you have received and accepted an internship offer and decided to pursue academic credit, you must complete the following steps in order to register your internship for academic credit.

Step 1: Meet with your faculty internship advisor to:
• Obtain approval of your internship worksite and the duties and responsibilities of the experience. If the internship worksite provided an internship description, take this with you to your meeting with your faculty internship advisor.
• Discuss course number, course title, and number of credits.
• Develop and define five (5) learning goals to be achieved during the internship experience. Your learning goals should be specific, measurable, achievable, relevant, and timely as you will reflect upon these goals at the end of the learning experience.
• Discuss and receive faculty requirements to support the academic components of the internship.
• If your internship is in-person, you must discuss and develop an alternative assignment contingency plan with your faculty internship advisor in the event your internship is no longer able to be completed in-person or remotely. This plan must be submitted with your internship contract.
• If your internship is in-person, the organization must provide written documentation of their policy for adhering to the Centers for Disease Control and Prevention (CDC) guidelines. The documentation must be emailed to your faculty internship advisor and the internship program director at kortiz@whitworth.edu before the internship can be approved for academic credit.

Step 2: Fill out the Academic Internship Contract and Risk Assessment and Liability Form:
The Academic Internship Contract and the Risk Assessment and Liability Form are located on the internships page of the career services & student employment webpage: www.whitworth.edu/cms/administration/career-services/students/internships/.

• Internship Contract & Risk Assessment and Liability Form (completed together):
  • On the internship information page, scroll down to “Registering for Academic Credit” and click “Academic Internship Contract Form”. You will need access to a printer.
  • Each internship contract is uniquely numbered and directly tied to your internship credits for the term in which you are registered.
  • After you have submitted the internship contract, print the internship contract and obtain the required signatures from yourself, your faculty internship advisor, and your internship worksite supervisor. Then, email all pages of the internship contract as a PDF to Kimberly Ortiz at kortiz@whitworth.edu.
  • You are responsible for checking Self-Service within a couple days of turning in the internship contract to the internship program director to ensure you are registered and registered correctly.
  • If your internship is on-site, then you must complete the COVID-19: On-Site Academic Internship Verification Form and turn it in to the internship program director.
**Final Internship Requirements**

Toward the end of your internship experience or the end of the term, you are required to complete the following:

- **Post-Internship Reflection Form** (allow 20-25 minutes to complete): This reflection form helps you think about and reflect upon your internship experience. Think about what challenged or pushed you in the experience and how you grew professionally.
  
  [www.whitworth.edu/administration/studentlife/careerservices/forms/internships/questionnaire/index.aspx](www.whitworth.edu/administration/studentlife/careerservices/forms/internships/questionnaire/index.aspx)

- **Student Evaluation of the Internship** (allow 8-10 minutes to complete): This evaluation form is for you to evaluate everyone involved in the process to help us update and enhance the program.
  
  [www.whitworth.edu/administration/studentlife/careerservices/forms/internships/studentevaluation/index.aspx](www.whitworth.edu/administration/studentlife/careerservices/forms/internships/studentevaluation/index.aspx)

- **Internship Time Log**: You include details about the number of hours worked and the activities completed. You and your internship worksite supervisor are required to sign this document indicating agreement to the hours and activities worked. The internship time log can be found on the internship webpage or at the end of this document.

- **Internship Exit Interview**: 20 minute 1:1 conversation with the internship program director about your internship experience. It is important to plan ahead and schedule your internship exit interview early through Handshake to ensure you have enough time to complete the meeting.
  
  - If you are continuing your internship experience into a consecutive term for academic credit at the same site, then a 5 minute check-in meeting will need to be scheduled.
  
  - If you are a **health science**, **community health**, **athletic training**, or **communication major**, then you do not complete an Internship Exit Interview with the internship program director, as it is to be completed with your faculty internship advisor.

- **Internship Employer Evaluation**: This evaluation is to be completed by your internship worksite supervisor (emailed to them by internship program director) and will evaluate you in the areas of teamwork, attitude, judgement, dependability, aptitude, quality of work, and written communication skills. You and your faculty internship advisor will receive a copy of this evaluation once the internship worksite supervisor has submitted the evaluation.
COVID-19: On-Site Academic Internship Verification Form
Academic Internship Program
Whitworth University

The health and safety of our students is our top priority. Students completing on-site academic internships during Fall Term 2020 must complete the COVID-19: On-Site Academic Internship Verification Form and return this form to the internship program director prior to the start date of their academic internship experience. Failure to submit this form will result in not being registered for the academic internship course.

Student’s Name ___________________________________________ Student I.D. # ______________________
Internship Worksite ______________________________________ Supervisor’s Name ______________________
Internship Start Date _________________________ Internship End Date _________________________

By initialing next to each statement below, I agree to the following:

_____ The internship work site has provided written documentation of their policy for adhering to the Centers for Disease Control and Prevention (CDC) guidelines and that information has been emailed to your faculty internship advisor and internship program director.

_____ I agree to adhere to current state and local COVID-19 directives, CDC guidelines, and work site policies including the wearing of Personal Protective Equipment (PPE) and all other health and safety protocols.

_____ I will complete daily COVID-19 symptom screenings. If I experience symptoms or knowingly come in contact with anyone who is sick, I will NOT go to the worksite and will immediately notify my internship worksite supervisor, faculty internship advisor, and the internship program director.

Symptoms of COVID-19:
- Fever of 100 F (37.8 C) or above, or possible fever symptoms like alternating chills and sweating
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

_____ I have discussed my worksite supervisor’s plan for my internship about how this experience will move forward as the COVID-19 situation evolves.

_____ Should my internship work site transition to virtual/remote operations, I have reviewed the internship with my internship worksite supervisor who agrees that if the work site transitions I will be able to complete my internship virtually/remotely.

_____ I will alert my faculty internship advisor and the internship program director immediately should any circumstances change in my academic internship (e.g., furloughs, reduction of duties, telework requirements, or notification of potential COVID-19 exposure).

_____ I have discussed alternative assignment options and have developed an Alternative Assignment Contingency Plan (submitted with Academic Internship Contract) with my faculty internship advisor if at any point during the duration of the academic internship experience my internship work site deems on-site and virtual work no longer possible.

_____ Should I decide to continue with my on-site academic internship after university recommendations to transition to a virtual experience, I will notify my faculty internship advisor and internship program director and provide written documentation showing that the internship work site has updated their policy and procedures for adhering to CDC guidelines.

_____ I acknowledge that if at any point during the duration of the academic internship experience I become uncomfortable participating in the on-site experience, I should contact my faculty internship advisor and the internship program director immediately.

I certify that all the information provided is true and correct.

Student’s Signature _________________________ Date Signed _________________________

Last updated on 8/21/2020
COVID-19: Academic Internship Alternative Assignment Contingency Plan
Academic Internship Program
Whitworth University

The health and safety of our students is our top priority. Students completing an on-site academic internship during Fall Term 2020 must discuss options and develop an alternative assignment contingency plan with their designated faculty internship advisor if at any point during the duration of the academic internship experience the internship work site deems on-site and virtual work no longer possible.

Student’s Name ________________________________ Student I.D. # __________________

Internship Contract ID # ___________ Faculty Internship Advisor’s Name ____________________________

Outline and describe the alternative assignment(s):

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Student’s Signature ________________________________ Date Signed ____________________________

Updated 8/24/2020