

## COJO Internship for Credit/Experiential Learning

All students who wish to receive credit for an internship in COJO must follow university policy as stated in the Academic Catalog under Experiential Learning:

### ***Policies regarding Experiential Learning***

*The University grants credit for experience to a registered student if the student's proposal for the work (to include the method of evaluation of the learning that occurs) receives prior approval of the department involved, and the student successfully completes the experience agreed upon.*

*Credit granted in this way is graded on an S/R (pass/fail) basis. A maximum of eight credits of Experiential Learning may be counted toward the 132 credits required for graduation. The regular tuition for the number of credits is charged.*

*Prior to the occurrence of the experience for which credit is being sought, a student makes a formal request for four credits or two credits. This request includes:*

- A detailed description of the experience for which credit is sought and a statement of its academic significance and validity in the student's program;*
- An indication of any supplementary academic requirements to be fulfilled: papers, reports, etc;*
- The name of the person at the University of St Thomas who will approve the proposal, maintain periodic contact with the off-campus supervisor and student, and corroborate the evaluation of the experience; and*
- An outline of the evaluation procedures to be used.*

*Students requesting credit for Experiential Learning usually will have attained junior or senior status. The chair of the department in which credit will be awarded must approve the request.*

*The minimum number of hours of on-site work (usually 100 hours for two credits; 200 hours for four credits), meetings with St. Thomas faculty, meetings with the on-site supervisor, and evaluation of the project will be determined by the department.*

*The form is available from the Registrar's website. Forms must be completed, obtaining signatures from the faculty member, the chair of the department, and the dean. The form is then presented to the Registrar's Office at the time of registration.*

A student who gets paid for an internship may also receive academic credit for the internship. Please keep in mind that receiving credit requires you to register for the course and pay for the credits just as you would for any credit-bearing course.

The academic requirements of the internship will be determined in consultation with the student's faculty supervisor, who will provide guidance throughout the internship. Although the requirements will largely be based on the nature of the internship, students are required to meet at least three times with the faculty supervisor during the internship, with additional meetings possible. An evaluation by the internship supervisor may be required, depending on the type of internship. With the approval of the faculty supervisor, students will also choose and fulfill one requirement from each of the following two categories:

### Category I:

- Daily logs.
- A reflective journal.
- A portfolio of work carried out on the internship, including articles, reports, video, photos, brochures, press releases, memos, texts of presentations,

and other forms of communication.

Category II:

- Conduct a study or research related to the area of the internship and submit a written report of the findings.
- Read a selection of articles or a book related to the internship and write a critical, reflective essay based on the readings.
- A paper based on the nature and significance of the internship from the intern's perspective that connects to course material and class experiences.

Students may learn about possible internships through postings on the COJO Department internship board located in OEC in the hallway outside the department offices, through your major advisor, through the Career Development website, and by taking the initiative to pursue an internship with an organization that interests you.

(Revised, Spring 2009)