

**Guidelines for Internship**  
Attachment E  
EPC approved 11/18/09  
Approved by the Faculty 12/7/2009

1. Revised course description (current course description is available on p. 169 of the 2009-2010 *Catalogue*; also referred on p. 176.)

**IDPT 407-8: Internship.** An off-campus experience (which is not part of a regular off-campus study program) in which a student extends classroom knowledge through experience in a responsible position within a community, non-profit, business, or government organization. Students work and learn under the joint oversight of a site supervisor and a faculty adviser. The student must arrange the internship in advance through the appropriate department or program. Approval of the faculty adviser and the Dean for Curriculum and Academic Engagement is required. Variable credit (0.25-4.00). No more than two internships, and a maximum of four Wooster course credits, will count toward graduation. All internship courses are graded S/NC. The form for registering for an internship is available in the Office of the Registrar.

2. The course requirements will be established by the faculty supervisor. A summer internship must be approved by the Dean for Curriculum and Academic Engagement, in advance of beginning the internship. No retroactive approval will be given.

3. The faculty supervisor will construct an academic plan and a syllabus for the course, including a reading list, reflective writing/discussion (perhaps in the form of a blog) and a summative concluding assignment.

4. An internship is always graded on a S/NC basis.

5. For a student's 1.000 credit internship during the academic year, the faculty member will receive .05 teaching credit.

6. The student must register and pay tuition for an internship during the summer if they want to academic credit for an internship.

7. During a summer internship, it is permissible for a student to receive both academic credit from the College and payment from the employer or organization.

8. These guidelines also apply to departmental internships. Additionally, there may be department specific requirements.