

INTERNSHIP DEFINITION

Edgewood College Career Development

DEFINITION

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional or community setting. Internships provide resources, equipment, and facilities that enable students to gain experience in a professional work environment, and provide students with skills or knowledge that are transferable to other settings. Internships with defined learning objectives, professional supervision, and opportunities for reflection offer valuable enriched learning experiences.

INTERNSHIPS AT EDGEWOOD COLLEGE

Internships at Edgewood College, founded in the Dominican tradition, focus on our COR questions:

- **Who am I and who could I become?** Internships help students explore environments that parallel with their personal identity, values and interests.
- **What are the needs and opportunities of the world?** Internships allow students the opportunity to apply and develop their knowledge, skills and abilities to real-world experiences.
- **What is my role in building a just and compassionate world?** Students will explore career options that fit who they are and match their skills to the needs of the world – either clarifying or opening their minds to pathways to pursue after graduation.

CRITERIA FOR AN EXPERIENCE TO BE DEFINED AS AN INTERNSHIP *(National Association of Colleges and Employers, NACE)*

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Additionally, any for-profit organization looking to offer an *unpaid* internship should review the U.S. Department of Labor Wage and Hour Division [Fact Sheet #71](#): Internship Programs Under The Fair Labor Standards Act.

POLICY FOR ENROLLING IN AN INTERNSHIP COURSE

- Students must have a minimum 2.0 cumulative GPA.
- Students are limited to one internship experience per term.
- Students must be enrolled in an internship course concurrently with their internship experience.
- Students may have subsequent internships at the same employer provided the learning outcomes are progressive and/or developmental and not a duplication of previous goals.
- General Education requirements may not be fulfilled through internships.
- A syllabus which includes parameters to identify agreed upon learning outcomes and supports a student in their reflection and assessment during their internship experience is required.
- An internship may include a mix of traditional lecture (with associated preparatory time) and the experiential work. Credit hours for learning acquired during the internship experience itself follow this hours-per-credit model. Additional credit load may be assigned to the course as a concurrent portion of the course load.
 - 1 Credit = minimum of 50 hours
 - 2 Credits = minimum of 100 hours
 - 3 Credits = minimum of 150 hours
 - 4 Credits = minimum of 200 hours

Resources

Association of American Colleges and Universities: <https://www.aacu.org/>

Cooperative Education and Internship Association: <https://www.ceiainc.org/>

Higher Learning Commission: <https://www.hlcommission.org/>

National Association of Colleges and Universities: <https://www.nacweb.org/>

National Career Development Association: <https://www.ncda.org/>

National Society for Experiential Education: <https://www.nsee.org/>

United States Department of Labor: <https://www.dol.gov/whd/>