

# **BUFFALO STATE COLLEGE**

## **DIRECTORY OF POLICY STATEMENTS**

Policy Number: IV.02.02

Date: September 1981

**SUBJECT: Proposals for Internship Courses**

### Introduction and Criteria

The mechanism described below has been devised in order to provide appropriate guidelines for internship courses for cooperative education internship experiences, and to allow for the orderly processing of proposals.

The Internship Program format is intended to respond to the following needs:

- 1) To provide an opportunity for a field experience to supplement and complement the academic programs of the college.
- 2) To provide a means of dealing with field experiences of particular interest to the student.
- 3) To provide a standardized structure for responding to field experiences in the educational program of the student.
- 4) To provide a vehicle for accommodating and utilizing the specialized resources of various external organizations.

### Prefix and Code Number

The prefix and code number to be used by any department proposing to offer an Internship Course will be: XXX 488.

### Development and Review of Proposals

Each proposal must include all information now required for a new course proposal (Senate form) except that the following substitution for IV. Topical Outline and X. Catalog Description should be included in all proposals.

#### IV. Topical Outline:

- A. A written mutual agreement among the student, the faculty supervisor and the field experience supervisor will be formulated. The agreement shall specify each participant's duties with regard to the:

1. academic objectives
2. field experience objectives
3. relationship between the academic and field experience components

B. The academic component will include all of the following aspects:

1. a daily log or journal of the field experiences
2. training sessions
3. preparations (e.g., lesson plans)
4. seminars with faculty member(s)
5. conferences with resource personnel
6. conferences with the faculty supervisor
7. a final report/presentation and/or paper

X. Catalog Description:

A. It is expected that individual departments will simply list the course as per the following example:

XXX 488 – Internship 1–15 credits.

B. Departments may also wish to add their own special criteria to the type of description mentioned above.

C. The following general statement of policy should be published in the College Catalog within the section that explains independent study (499) and project (495):

Internship (488)

Internship programs provide students with guided and supervised field experiences (experiential learning) as part of their degree programs. Students who wish to participate in the program must have at least a 2.0 GPA and a background of courses or experience within the area of interest. Approval for experiential learning situations must be obtained from either the student's advisor or the chair of the department within which the student is a major, the supervising faculty member, and the chair of the department within which credit will be granted.

B. Review of Course Proposals

1. The department(s) or approved study area(s) will certify approval of the course(s) according to a procedure established by them.
2. The department(s) or approved study area(s) will forward **22 copies** of the course (**done electronically now**) proposal(s) to the appropriate Dean and director where existent, for approval.

3. The Dean will forward 20 copies of the course proposal(s) with approval to the Chairperson of the College Senate and 1 copy to the Vice President for Academic Affairs.
4. The Chairperson of the College Senate will refer the course proposal(s) to the Chairperson of the College Senate Curriculum Committee. A list of titles of courses forwarded to the Curriculum committee, along with their catalog descriptions will be published in the College Bulletin for the entire college community. Interested parties may review the proposal(s) and submit comments and recommendations to the Curriculum Committee.
5. After reviewing the course proposal(s) the College Senate Curriculum Committee will then forward to the Chairperson of the College Senate all proposals upon which the committee has acted favorably. The Chairperson of the College Senate will forward them to the President for final decision. The President's decisions are published in the College bulletin. The Committee will return all of those proposals upon which it does not act favorably to the sponsor(s) with an explanation of its reason(s) for rejection. Such course proposals may be resubmitted to the Curriculum Committee in the same manner as before after appropriate revisions have been made. In the event the sponsoring department(s) or approved study area(s) feels the Committee's action is inappropriate, said department(s) or approved study area(s) may appeal such decisions to the College Senate.

Credit Hours:

- A. 1-15 credit hours to be determined by advisement.
  1. Recommended minimum hours:
    - a. Field work on the site – 40 hours/semester/unit of credit
    - b. Academic component – 15 hours/semester/unit of credit
  2. It should be noted that positions in which the student receives a stipend or a salary may also be credit generating. However, the rights of individual departments to impose their own policies concerning credit for paid cooperative experience is recognized.
- B. An individual student will be permitted to apply a maximum of fifteen (15) credit hours toward the baccalaureate degree.

**Conversion:** Departments which now offer/require internships should bring them into compliance with the guidelines and submit the revised course proposal to academic Affairs for filing. Student teaching which is a state certification requirement is not included in this definition of internship.

**Source of Information: College Bulletin, September 17, 1981**