Academic Internship/Field Experience Requirements
Undergraduate Degree Programs
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www.utoledo.edu/CALL

Introduction

Academic Internship/Field Experience, UC 4940, is a variable credit course that provides juniors and seniors the opportunity to participate in an activity designed to integrate traditional classroom learning with academically related, real world, practical work experience. The purpose of the Academic Internship or Field Experience is to provide specific and necessary learning that is not reasonably available to students in the traditional college classroom. This experience is expected to focus on active learning. In addition, the experience must clearly complement and add to learning from previous courses and expected learning identified in the student’s approved academic program of study.

What is the difference between an Internship and a Field Experience?

**ACADEMIC INTERNSHIP** This is usually a student’s first experience in an industry. Logs typically focus on observations, information gathering, and new experiences.

**ACADEMIC FIELD EXPERIENCE** This is typically an expansion of a student’s work in an established field, and may even take place at a student’s current place of employment, but must be in addition to their normal work week and duties, not a part of it. Log entries are usually project and research based.

Process for Academic Internship/Field Experience Credit: (Fully read detailed instructions to follow this list!)

1. Apply for Academic Internship/Field Experience at least 2 weeks before semester start
2. Register for UC 4940 upon approval
3. Keep a time log and reflective journal throughout the experience
4. Compile and turn in Final Portfolio for grade and credit by Monday of exam week

Eligibility

1. Students must have completed all general education requirements in their degree program.
2. Because the Academic Internship is a capstone course, students must have completed a majority of the courses of their approved program and must have completed a minimum of 60 credit hours of coursework before registering for Academic Internship/Field Experience credit.
3. Students must have a cumulative G.P.A. of 2.5 to be eligible for undertaking an approved Academic Internship/Field Experience. Students may not enroll in UC 4940 while on academic probation.
4. IDVP Students must have already submitted their program of study and been approved by faculty review.

Application

To be eligible to register for UC 4940 for Academic Internship or Field Experience, students must apply at least two weeks prior to the beginning of the term in which registration is desired. Proposals must be approved before course registration can occur. If a proposal is disapproved, the student may submit an appeal within 14 days of the disapproval of the proposal. **To apply, students must turn in:**

1. Application form (available in CALL office or online)
2. Assurance of Compliance form (available in CALL office or online)
3. Written proposal outlining the location, scope and expected learning outcomes of the experience.

The written proposal must be completed using the common rules of Standard English, typed, double spaced, and free of spelling and grammar mistakes.
Academic Internship/Field Experience Proposal Guidelines

1. State the name, address and telephone number of your on-site internship supervisor and that person’s professional responsibilities.

2. Identify where the experience will take place and give a brief description of the setting. Include an explanation of the tasks and activities to be completed.

3. Include the following information regarding your proposed experience in a typewritten format:
   - What is the general purpose of the internship or field experience, and specifically, what learning objectives are you planning to accomplish in this project? Discuss why the internship or field experience is the best approach for achieving those objectives.
   - What is the nature and scope of your proposed Academic Internship/Field Experience? Describe the activities and learning experiences that will be completed in this project.
   - How do you expect this project to contribute to your overall educational experience?
   - How will this project relate to the content of courses either already completed or currently being taken in the approved program? Identify the critical learning outcomes available to you in the internship or field experience that are not available in the traditional classroom setting. How do these learning outcomes relate to your educational goals?
   - What literature will you review in relation to this project? All necessary bibliographical references must be incorporated into the text of any written description of the project.
   - Describe any special or unique criteria that need to be addressed in the evaluation of the planned Academic Internship/Field Experience

Proposal Approval

Upon proposal approval by the adviser, students will be given a section number and must register for UC 4940.

Credits

1. Students may earn between 1-8 hours of credit for Academic Internship/Field Experience. (See time requirement section.) No more than 8 hours of internship credit will count toward a degree. The Academic Internship/Field Experience may be completed in one or more terms.

2. Students must register for the Academic Internship/Field Experience course using the number UC 4940 (with adviser approval) to receive internship credit. The adviser will assign the appropriate CRN number, and course title for students to self-register. Students must select the number of credit hours (as approved by adviser) when they register, since this is a variable credit course.

3. The grade of “IN” (incomplete) will be assigned to all Academic Internship/Field Experience courses not completed by the end of the term in which the registration occurs. Students receiving a grade of “IN” must complete the course requirements before the end of the next term in order to avoid a failing grade.

Time Requirement

The student is expected to complete at least 35 hours of on-site, active participation for each one credit hour in the internship or field experience plan. The final portfolio must contain documentation that asserts and verifies the achievement of this time requirement. Submitting a time and activity log as a component of the final portfolio usually completes this requirement. In addition, the location supervisor’s statement should address the amount of time completed by the student in the internship or field experience program.

Supervision

1. Academic Internship/Field Experience projects are directed and evaluated by an academic adviser in CALL. The adviser may at his/her discretion request an evaluation of the project report by consulting faculty or other advisers.

2. The student is responsible for securing a supervisor at the internship or field experience location. This person must formally agree to supervise the student, assist the student in the experience, evaluate the student’s performance, and submit an evaluation statement to the College adviser.
Deadlines
Completion of the Academic Internship or Field Experience requires that the student’s complete final project materials and report be submitted to the student’s academic adviser no later than the Monday of the exam week in the term the final grade is expected.

Grading
1. The academic adviser determines the final grade for the UC 4940 course. The on-site supervisor’s evaluation will be taken into consideration; however, the adviser will determine the final grade based on an overall assessment of the student’s completion of the objectives of the proposed experience and the overall quality of the project. The adviser, at his/her discretion, may request that the student make an oral presentation on the activities and learning outcomes of the Academic Internship/Field Experience, in addition to the written report.

2. Students are required to maintain a log of the activities involved in the completion of the project to substantiate the approximate number of hours attributed to the project. The log must indicate the time, date, and the description of each activity. The log must be submitted as a part of the final portfolio project.

3. Keeping a journal of reflection entries throughout the internship or field experience will assist a student in developing a final report. Entry/Observation subjects should include 4-5 of the following: Appearance, Attitudes, Rules, Training, Learning, Scheduling, Supervision, Ethics, Effectiveness, Satisfaction, and/or Critical Incidents. This journal can become a part of the final portfolio project’s appendices as well.

Guidelines for Internship or Field Experience Completion and the Final Portfolio
1. Submit a Final Internship or Field Experience Portfolio. This Portfolio project must include a cover page with the title, your name, address, telephone number, the date, and your major. Projects may be submitted in a non-returnable notebook, CD-ROM, or flash drive (PC readable formats) and should include the following materials:
   a. Your on-site supervisor’s evaluation.
   b. Your self-evaluation. (Contributions to internship, personal growth, areas for personal improvement.)
   c. A time log or journal specifying the completed activities and time committed to this internship.
   d. A final written report. You should focus on the following points in preparing your final report:
      • Explain how your Academic Internship/Field Experience related to your approved program of study.
      • Explain how the activities undertaken in your internship or field experience met the objectives you had specified in the Academic Internship/Field Experience Proposal.
      • Explain how your internship or field experience relates to your future professional or educational goals.
      • Cite the resource material that provided the substance of your project. Include any relevant information that contributed to the successful completion of this project.
      • Evaluate the overall success of the internship or field experience. Discuss the strengths and the weaknesses of your effort. If you were to repeat this experience, what would you change and why? What recommendations would you make to fellow students planning a project or experience similar to yours, and why?

2. The final portfolio project may also include multi-media as well as audio or video materials as appendices.

3. All written components of The Academic Internship/Field Experience Final Portfolio must be written using the common rules of Standard English, typed, double spaced, and free of spelling and grammar mistakes.

4. Submit all your final Academic Internship/Field Experience materials to your adviser by the semester deadline, which is the Monday of exam week for the semester in which you expect to receive a grade.

5. Submitted final projects are not returnable and become the property of the College of Adult and Lifelong Learning. Each student is responsible for keeping a personal copy of the Final Portfolio.

[All forms & examples of reflective entries & journaling on website.]