

Academic Internships ~Faculty Best Practices~

Ideas for the Academic Component?

The academic component in for-credit internships must be an integral part of the work experience. It is designed by the faculty coordinator in consultation with the student and, if possible, the employer.

Progress Reports

At regular intervals, weekly, bi-weekly or midterm, students provide the faculty sponsor with a progress report of their experience and how they are moving toward the achievement of their objectives. Often this is done by e-mail.

Portfolio

Examples of work and other items the faculty coordinator requests.

Product Samples

If the student was engaged in an experience where a product of any kind was involved, a sample of that product is provided with a thorough explanation of the student's involvement in the creation/development, etc., of that product.

Annotated Bibliography

Most of the time the employer will have professional periodicals or other resources the student has access to or that is part of their responsibilities to use. An annotated bibliography of these periodicals or other resources requires the student to give some critical evaluation to these documents.

Final Report

Nearly all students are required to provide a scholarly written report of the achievement of their learning objectives. The format of the report is determined in conference with the faculty sponsor.

Presentation

When public speaking and presentations are commonly part of the career field, often a public presentation is required as part of the grading criteria. The student and faculty sponsor should discuss the format and venue of the presentation. Regardless of the venue, the student is expected to present it as a professional to peers rather than as a student to a class.

Publication

Occasionally, a student is involved in a project that warrants professional publication. The faculty may assist the student in the presentation of their work for submission to a professional journal or other periodical. The process of preparing for a professional publication is part of the learning experience and worthy of grading consideration.