

Effective: October 1997

Academic Program: Undergraduate Studies CREDIT-BEARING INTERNSHIP PROGRAM

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Internships are learning experiences that take place in a professional work setting rather than in a classroom. Credit-bearing internships are the result of partnerships between the University and employers in business, industry, government, and community-based organizations. Students may participate in a credit-bearing internship locally, nationally, or internationally.

No more than 15 credits of internship experiences and/or 4 individual internship experiences may be counted towards graduation requirements.

Students must meet the following minimum criteria for participation in a credit bearing internship:

1. Be enrolled in a degree program at Millersville University (MU) and have declared a major.
2. New first-time, undergraduate students must successfully complete at least 24 credits at MU.
3. Transfer and second degree students must successfully complete 12 credits at MU.
4. Must be in good academic standing.
5. Departments may establish additional GPA, credit, or course prerequisites.
6. Have approval from the appropriate academic department to participate.
7. All credit-bearing internship assignments must be approved by the appropriate College/School dean.
8. Graduation may be deferred to complete an academic internship, but students cannot participate in a credit-bearing internship after graduation.

Internship Requirements:

Students earning academic credits for the internship experience must complete the following:

1. Enroll in a minimum of 1 internship credits. Internship credits will not be awarded retroactively.
2. Participate in a credit-bearing internship for a minimum of 40 hours per credit. No internship shall require more than 75 hours per credit unless otherwise approved by the department chair and College dean.
3. Pay tuition and any associated fees.
4. Receive a satisfactory grade for the internship experience assigned by the faculty supervisor.
5. Initiate and have a minimum of five (5) communications/meetings with the faculty internship supervisor establishing learning objectives, goal setting, providing progress reports and evaluating the experience. One of these communications/meetings is expected to include the student's site supervisor.
6. Complete any additional departmental assignments which may include formative and summative assessments.
7. Complete an evaluation/assessment of the academic internship experience.