



13.99.99.D0.01

Internships

Approved: February 20, 2015

Revised:

Next Scheduled Review: February 20, 2018

Procedure Statement

This procedure details the general guidelines and processes for internship programs at Texas A&M University-Central Texas (A&M-Central Texas).

Reason for Procedure

A&M-Central Texas has a vested interest in the success of our students. This SAP has been developed to provide guidance and clear instructions for students, faculty, and staff involved in internships.

Procedures and Responsibilities

1. RESPONSIBILITY

- 1.1. Faculty Internship Advisers are faculty members who have negotiated with their department chair to assist students through the internship application process and to monitor student progress. Faculty Internship Advisers will have multiple responsibilities: develop learning outcomes, promote internships to students; direct students to Career Services for assistance with an internship search, resume reviews, and mock interviews; and monitor student progress by reviewing mid-semester and final evaluations completed by the student and internship provider in Warrior Link.
- 1.2. Career Services is a resource to support faculty in the administration of internships at A&M-Central Texas. Career Services staff will have multiple responsibilities: assist students to become internship ready before they apply for an internship; recruit employers to post internships; vet internships; maintain current internship postings; maintain a database of internship participation at A&M-Central Texas; and assist faculty and site supervisors with navigating internship processes.

2. SCOPE OF APPLICATION

- 2.1. Types of Internships: There are essentially two different types of internships recognized by A&M-Central Texas: for-credit internships and not-for-credit internships.

Undergraduate and graduate internships have varying hour and GPA requirements. Some internships offer compensation for a student's work, although that is entirely at the discretion of the employer.

- 2.2. Non-Applicable Internships: The parameters of this procedure do not apply to degrees and programs that require experiential learning for licensure, accreditation standards, and courses containing an internship component. These courses include practicum courses, internships similar to practicum courses, field experience courses, and experiential education courses. Students participating in these opportunities are encouraged to utilize the Office of Career Services to prepare for their experiential education to include resume critique(s), mock interview(s), and professional etiquette review(s).

3. GENERAL

- 3.1. Undergraduate Students: Participation in a for-credit internship should align with the A&M-Central Texas academic calendar. Students must have a minimum institutional cumulative 2.5 GPA. If a student's GPA falls between 2.0 and 2.5, approval for internship participation will be decided on a case-by-case basis by the respective department chair. A 3-credit undergraduate internship course requires a minimum of 150 hours: 120 hours at the site as documented by the Faculty Internship Adviser, student, and supervisor and 30 hours for course work. Requirements of the Fair Labor Standards Act must be met.
- 3.2. Graduate Students: Participation in a for-credit internship should align with the A&M-Central Texas academic calendar. Students must have a minimum institutional cumulative 3.0 GPA. A 3-credit graduate internship course requires a minimum of 180 hours: 150 hours at the site as documented by the Faculty Internship Adviser, student, and supervisor and 30 hours for coursework. Requirements of the Fair Labor Standards Act must be met.
- 3.3. Evaluations: When the student has completed the first half of his/her internship commitment, the internship provider and the student will complete an evaluation of the student's experience as determined by the instructor of choice and submit it to the Faculty Internship Adviser. The student and internship provider will conduct a final evaluation during the last week of the internship. The Office of Career Services will send email notifications to the Site Supervisor and the student regarding completion of both evaluations.
- 3.4. Not-For-Credit Internships: Students should be referred to the Office of Career Services if they are interested in participating in a not-for-credit internship.
- 3.5. Risk Management: If personal liability insurance is required by the internship site, students will be required to purchase insurance at their own expense. Students must provide proper documentation to the internship provider prior to beginning the experience. Additionally, students or the site are financially responsible for any and all background checks or medical tests required by the internship provider.

3.6. Additional Requirements: Each individual discipline may add additional requirements to their internship program.

Related Statutes, Policies, or Requirements

- University Procedure *12.03.99.D1.01* Faculty Workload
 - Dept. of Labor Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act
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Contact Office

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