

## Academic Internship & Research Program (INP/REXP) Policies

### Policy/Procedure

At Dickinson, an internship is defined as "a closely monitored applied experience in a professional setting, with definite learning objectives incorporating reflection on and integration of theories and concepts with practice."

Internships provide opportunities for integrative learning, which the Association of American Colleges & Universities defines as building connections across the curriculum and co-curriculum and synthesizing and transferring learning within and beyond the campus (AAC&U Value Rubrics). Internships are an excellent way for students to explore and gain experience valued by employers and graduate schools. Students should be encouraged to register internships and research experiences through the Academic Internship & Research Program (INP/REXP).

There is no fee/tuition charged for this program. Participation in the INP may fulfill a requirement for a major, minor, or certificate program. To register, students should complete the form through the Forms section in Gateway.

Several academic disciplines require or allow the Academic Internship & Research Program (INP/REXP) to fulfill their graduation requirements, including: Africana Studies, Archaeology, Data Analytics, Educational Studies, Geosciences, International Business & Management, Law & Policy, Women's, Gender & Sexuality Studies, Health Studies Certificate, and Food Studies Certificate.

### **INTERNSHIP PROGRAM (INP)**

Dickinson's Internship Program (INP) fosters and creates intentional pathways for reflection, assessment, and goal setting. INP students develop clearly defined goals, practice professional and networking skills, provide written reflection and receive feedback, and articulate their experience into a plan moving forward.

Upon successful completion of an internship and the INP requirements, 0.25 credit is placed on the official transcript through the INTR 7xx course number. The internship and enrollment in the INP must occur simultaneously; therefore, retroactive credit is not granted. The INP course is offered in the fall semester, spring semester, and summer term.

### **RESEARCH EXPERIENCE PROGRAM (REXP)**

The Research Experience Program is different from the Internship Notation Program in that the principal activity and focus of the Research Experience is **original investigation designed to create new knowledge in a recognized field of inquiry**.

The Research Experience Program documents and recognizes the completion of scholarly research experiences that take place under the supervision of a professional researcher at Dickinson or at another institution. Examples include student-faculty research with a Dickinson faculty member (on campus or at a field site), or participation in a summer research

project at another research organization (typically a college or university, private research foundation, or research and development division of a corporation).

Upon successful completion of a research experience and the REXP requirements, 0.25 credit is placed on the official transcript through the REXP 7xx course number. The research experience and enrollment in the REXP must occur simultaneously; therefore, retroactive credit is not granted. The REXP course is primarily only offered summer term.

### **WORK AUTHORIZATION**

If a student is studying in the US on an F-1 visa, enrollment in INP/REXP is required in order to receive the necessary work authorization to maintain proper F-1 visa status. Contact the INP/REXP staff and the Director of International Student & Scholar Services for more information.

### **"CREDIT REQUIRED" SITUATIONS**

An employer may indicate that they "require" credit, some sort of paperwork, confirmation letter, or signed document from the College.

If a student asks about a "Credit Required" experience, requests a confirmation letter, or needs a signature on any internship-related paperwork, please direct them to the INP/REXP leadership as soon as possible. Participation in the INP/REXP will meet an employer's criteria or we may have other paperwork already signed with the employer. INP/REXP leadership will work with the student and employer to ensure all requirements are met, provide requisite confirmation letters, and/or complete all necessary paperwork.

### **OTHER ALTERNATIVES/EXCEPTIONS**

*Independent study:* A few majors allow students to complete an independent study in conjunction with an internship experience. The student would receive credit and a grade for the academic component of the independent study. In this case, students register using the Special Course Options form from the Registrar's Office. Tuition fees will apply.

*International internships:* Some study abroad programs integrate internships with an Intercultural Seminar or independent study, while others allow for the INP. If participating in a study abroad program (including a study away program in Washington, DC), check with a Center for Global Study and Engagement, INP/REXP leadership, and on-site program staff about the options.

All other students should be encouraged to register internship experiences through the INP.

### **ACADEMIC INTERNSHIP & RESEARCH PROGRAM POLICIES**

- Matriculated Dickinson College students with active status are eligible to register for the Academic Internship & Research Program (INP/REXP). The INP is offered in the fall, spring and summer; REXP is offered in summer.
- Registered internship and research experiences must be pre-professional work experiences that enhance the student's knowledge about an industry, field, or academic discipline. Internships should involve exposure to the mission, vision and values of the organization, working on projects that encourage practical application of skills and teach about the industry through activities such as attendance at conferences and/or meetings, being mentored, etc. Research experiences must focus on original investigation designed to create new knowledge in a recognized field of inquiry. "Virtual/remote"

experiences may need to meet additional criteria. Contact INP/REXP leadership for additional information.

- Students may register one internship per fall/spring semester; they may petition to INP/REXP leadership for consideration of two part-time registered internships in the summer term. There is no limit to the number of INP/REXP students may complete.
- Students may register a subsequent internship with the same employer, provided the responsibilities are different and offer new opportunities for increased application and learning.
- Internships must be at least 8 weeks and 80 hours in length, unless otherwise approved by the INP/REXP leadership. Some academic departments may require more to fulfill their requirements.
- Students may register for INP/REXP through Gateway no later than 2 weeks into the start of the semester or summer in which the internship is being completed. Internships must begin within two weeks of the start of classes during the academic year, and within two weeks of June 1 during the summer.
- To receive INTR/REXP credit for an internship or research experience, students must satisfactorily complete all required reflective coursework and assignments according to established due dates and deadlines.
- The experience and INP/REXP coursework must be concurrent; therefore, retroactive credit is not granted.
- The student and site supervisor must complete Intern Agreements/Responsibility Confirmations distributed at the start of the internship.
- Interns cannot simultaneously register an internship with both the INP/REXP and an independent study (through Dickinson or another institution) without prior approval.
- Supervisors cannot be related to the student (immediate family or another relative). The supervisor should be an established professional. Students/student-leaders/peers/peer-mentors may not supervise interns.

#### Related Information

#### History/Revision Information

**Responsible Office/Division:** High-Impact Learning & Fellowships

**Effective Date:** 11/2024

**Last Amended Date:** 11/2024

**Also Found In:**

[https://www.dickinson.edu/homepage/1749/high-impact\\_learning\\_and\\_fellowships](https://www.dickinson.edu/homepage/1749/high-impact_learning_and_fellowships)