

## **Internship Program & Policies**

<b>Policy/Procedure</b>
-------------------------

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 opportunity 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 through the Internship Notation Program (INP) or Research Experience Program (REXP).

### **INTERNSHIP NOTATION PROGRAM**

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.

Students receive official college recognition for internships through participation in the INP. Upon successful completion of an internship and corresponding reflective component, documentation is placed on the official transcript through the INTR 7xx course number. The internship and reflective component must occur simultaneously; therefore, retroactive notations are not granted. There is no fee/tuition charged for this program. Participation in the INP will not replace one of the 32 courses required to earn a Dickinson degree, but may fulfill a requirement for a major, minor, or certificate program. For more information, visit the INP website. To register, students should complete the form through the Forms section in Gateway.

Several academic disciplines require or allow the internship notation program to fulfill their graduation requirements, including Policy Studies (Law & Policy and Policy Management), Educational Studies, Women's, Gender and Sexuality Studies, and Archaeology (for those not doing excavation fieldwork), International Business & Management, the Health Studies Certificate, the Social Innovation and Entrepreneurship (SINE) Certificate and the Food Studies Certificate.

### **RESEARCH EXPERIENCE NOTATION (REXP)**

The Research Experience Notation 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 notation is intended to provide formal documentation of non-credit scholarly scientific 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 corresponding departmental component (overseen by the department chair and facilitated by the Director of Internship Programs), documentation is placed on the official transcript through the REXP 7xx course number.

### **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 Director of Internship Programs 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 inquires about a "Credit Required" internship, requests a confirmation letter, or needs a signature on any internship-related paperwork, please direct them to contact the Dean & Director of Internships as soon as possible. Participation in the INP/REXP will normally meet an employer's criteria or we may have other paperwork already signed with the employer. The Dean & Director 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 The Washington Center or NYC-Baruch Program), check with a Center for Global Study and Engagement coordinator about internship options.

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

### **INTERNSHIP NOTATION PROGRAM POLICIES**

- Matriculated Dickinson College students with active status are eligible to register for the Internship Notation Program/Research Experience 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. 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. “Virtual/remote” internships may need to meet additional criteria. Contact the Director of Internship Programs for additional information.

- Students may register one internship per fall/spring semester; they may petition to the Director of Internship Programs for consideration of two part-time registered internships in the summer term. There is no limit to the number of notations 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 Director of Internship Programs and academic advisor.
- 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 for an internship or research experience, students must satisfactorily complete all required reflective work according to established due dates and deadlines.
- The internship and reflective component must be concurrent; therefore, retroactive notations are 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/academic credit (through Dickinson or another institution).
- Supervisors cannot be related to the intern (immediate family or another relative). The supervisor should be an established professional. Students/student-leaders/peers/peer-mentors may not supervise interns.

<b>Related Information</b>
----------------------------

<b>History/Revision Information</b>
-------------------------------------

**Responsible Office/Division:** Dean & Director of Internship Program

**Effective Date:** 08/2019

**Last Amended Date:** 08/2019

**Next Review Date:** Yearly (08/2021)

**Also Found In:**

[https://www.dickinson.edu/info/20211/career\\_center/591/internship\\_notation\\_program](https://www.dickinson.edu/info/20211/career_center/591/internship_notation_program)