

Internship Guidelines & General Requirements



KANSAS WESLEYAN

UNIVERSITY

Kansas Wesleyan University

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KWU Mission

The mission of Kansas Wesleyan University is to promote and integrate academic excellence, spiritual development, personal well-being, and social responsibility.

KWU Values (excerpt)

Kansas Wesleyan University prepares students not only for careers and professions, but also for lifelong learning. The University equips its students for responsible leadership in their communities, for useful service in and to the world, and for stewardship of the earth.

Purpose

Internships are designed to provide the student with meaningful and practical experience in their concentration area and serving needs in the community.

Grades/Credit

In general one hour of credit is earned for each 50 hours of internship work. Students will meet with their faculty sponsor every two weeks or as necessary to discuss their work and evaluate performance. The faculty sponsor will contact the agency sponsor during the first two weeks of the internship and at the conclusion of the internship to review the intern's performance. (The frequency and nature of contact with agency directors/supervisors/sponsors may vary from one department to another and may depend upon the nature of the internship and the agency/organization involved.)

Termination

In the event that an internship cannot be continued for any reason, the student, the agency sponsor, and the faculty sponsor will meet to discuss the reasons for the termination and the faculty sponsor will document the results of the meeting which will be signed by all those present.

Faculty Workload

Faculty sponsors are responsible for reviewing the student application for internship, coordination between the student and the participating agency, regular meetings with the student during the internship, communication with the agency sponsor throughout the internship, and final evaluation of the student in conjunction with the agency sponsor. Faculty shall receive as stipend for their work the \$50/credit hour fee that students pay for the experience.

Paid Internships

There is no assumption that students will be paid for internship work. Compensation for internships will be discussed with the student, the participating agency, and faculty sponsor during the application process. Generally students will not be allowed to intern where they are currently employed unless the internship work is outside their current job description.

Things to Know Before Beginning Internship Process

Information in this packet is the minimum basic requirements by KWU for a student to complete an internship for credit. *Individual departments and programs may have additional requirements.* The student must check with his/her degree department or faculty sponsor about any additional internship requirements.

The internship application, found on page 5, must be filled out, signed by student, faculty sponsor and agency sponsor, and returned to the Enrollment and Financial Services office no later than one week before the conclusion of the semester preceding the internship. The Enrollment and Financial Services office will then process documents to the Academic Dean. Rare exceptions in application timing may be made by the Academic Dean.

Internship Procedures

1. Students interested in doing an internship for academic credit should contact their academic advisors during the first semester of their junior year. (Internships for academic credit requested prior to junior year must first be approved by Academic Dean and faculty sponsor). The student and faculty advisor will discuss possible placement options and look for matches. Internships are not guaranteed. Internships are granted when the student demonstrates a strong work ethic, stability, integrity, good communication skills, and strong technical work.

NOTE: A faculty member may advise against, or refuse approval of an internship for a student if course pre-requisites or the above skills and abilities and motivations are not adequately demonstrated. It is important for the student to remember that the internship is a privilege to be earned. The student should conduct themselves as a responsible Kansas Wesleyan University representative at all times.

2. The student and academic advisor will pre-register the student for an internship prior to the conclusion of their junior year, or after completion of 90 hours of course work, and before the conclusion of the semester preceding the internship.

3. The internship agency sponsor and faculty sponsor will confirm placement and, if possible, a schedule of internship hours, prior to the scheduled internship. The student is responsible to complete all paperwork for the internship according to university requirements.

4. Prior to the first day of classes in the semester the internship begins the faculty sponsor and agency sponsor will meet with the student to discuss professional, ethical, and procedural requirements of the internship. Additional requirements for internship will be determined by the academic department associated with the internship.

5. All forms (with required signatures): the Internship application, Internship Ethical Guidelines, Intern, Agency, & Faculty Agreement and Emergency Contact Record, as well as a copy of the internship syllabus must be attached to the Internship Application Form for the internship to be approved.

FORMS

Copies of the following forms must all be attached to the Internship Application form when turned in for approval of Internship.

Check List

- Internship Application
- Internship Ethical Guidelines
- Intern, Agency, & Faculty Agreement and Emergency Contact Record
- Internship Syllabus (provided by faculty sponsor)

KANSAS WESLEYAN UNIVERSITY

Enrollment and Financial Services, PH285, 100 E. Claflin, Salina, KS 67401

Telephone: (800) 874-1154 or (785) 827-5541, ext. 1260 FAX: (785) 404-1485 E-mail: finaid@kwu.edu

INTERNSHIP APPLICATION

(An additional fee of \$50.00 per credit hour is charged)

Student Name (please print) _____ ID/SS# _____ Date _____

Course Number _____ -460 Credit Hours _____
(Department)

Name of Organization/Business where internship will be done _____

Name of Contact person at the Organization or Business _____

Semester of Internship: Fall Spring Summer Year: _____

(NOTE: All hours for the Internship must be completed by the last date of the semester.)

Brief Description of Internship:

(NOTE: A course syllabus must be attached to this form by the Faculty Sponsor):

SIGNATURES:

I have received a copy of the "Internship Guidelines" handbook and understand that I am responsible to complete additional internship forms prior to approval (signature) by my faculty sponsor (instructor of record for the internship) and my academic advisor. Copies of completed forms from the Internship handbook and course syllabus must be attached to this application.

Student: _____ Date: _____

(Student should obtain ALL the signatures below and submit to Enrollment and Financial Services)

Academic Advisor _____ Date: _____

Faculty Sponsor* _____ Date: _____

*Course description and syllabus must be attached.

(Office Use Only)

Comments:

Registrar

Date

Vice President/Academic Dean

Date

Recommendation:

SUPPORTED NOT SUPPORTED

Final Decision:

APPROVED NOT APPROVED

Internship Ethical Guidelines

All students taking part in internships are expected to adhere to certain guidelines for ethical, responsible conduct. This is necessary for the benefit and protection of the students themselves, as well as for the client, placement agencies, instructor, supervisor, and the university. The basic guidelines listed in this form are not exhaustive. At a minimum, students agree to the following.

1. **Confidentiality.** Information about the agency (excepting public information) will not be revealed without specific permission of the agency. Information discussed with faculty must be prepared in such a way that confidentiality is maintained.
2. **Recognition of Qualifications and Limitations.** Interns must recognize the limitations to their training and abilities and must not exceed these in the work performed. When situations beyond their knowledge or ability arise, student will seek assistance from their supervisor and faculty sponsor.
3. **Identification as an Intern at the agency/organization.** Interns will represent themselves to the public as a KWU intern in both reports and in other professional activities.
4. **Representative of KWU.** Student will at all times during their internship be a representative of KWU. Any conduct unbecoming that of a KWU representative and specifically that of an unlawful nature will warrant termination of the internship.

By signing below the intern agrees to adhere to the guidelines listed above as well as those of the specific placement agency.

Intern Signature

Date

Faculty Sponsor

Date

Agency Sponsor

Date

Intern, Agency, and Faculty Agreement & Emergency Contact Record

By filling out and signing below all parties agree to the arrangement of an internship between the student, agency, and KWU for the requested number of credit hours (1 credit = 50 hours)

TODAYS DATE: _____

DATE OF INTERNSHIP: Begins _____ *Ends:* _____

INTERNSHIP CREDITS: _____

LOCATION OF INTERNSHIP: _____

INTERN

Name (Print): _____ (Signature): _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Year in School: Junior Senior

AGENCY SPONSOR

Name (Print): _____ (Signature): _____

Supervisor Title: _____ Work Phone: _____

Cell Phone: _____ Email: _____

FACULTY SPONSOR

Name (Print): _____ (Signature): _____

Department: _____ Work Phone: _____

Cell Phone: _____ Email: _____