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# Internship Program Policies

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Students participating in academic internships (for credit or transcript-notation) must be aware of and respect all policies as outlined in the Philadelphia University Student Handbook, as well as understand and observe the policies of their respective work sites. Violations of any policies, held by the University and/or the student's employer, will result in sanctions being imposed as indicated in the Student Code of Conduct.

In addition, students participating in academic internships must observe the following policies:

## Academics

Students are expected to follow course outlines and to submit assignments in a timely and thorough manner. All undergraduate internship students must maintain a 2.5 grade point average (GPA) while participating in the Internship Program. Students who fail to maintain the minimum GPA during the first internship term may be denied enrollment for a second internship term, even if the first internship was successfully completed.

## Work Experience

As stated above, to ensure that the student receives proper credit or transcript notation for internship work, minimum employment standards must be met. A part-time internship student must complete an average of at least 12 hours of work per week for 12 weeks, resulting in a minimum of 144 hours of employment. A full-time internship student must work an average of at least 35 hours per week for 12 weeks, resulting in a minimum of 420 hours of employment. If minimum employment standards are not met, the student may be denied credit and/or transcript notation for the Internship. All students who do not meet these standards by the end of the internship term are required to meet with the designated Faculty Internship Advisor for evaluation. Internships must involve students working in a professional setting under the supervision and monitoring of practicing professionals. Student work responsibilities and roles should align with those described on the Student Description and Development Plan, as completed by the internship supervisor during the registration process. Should these outlined responsibilities or roles (including start dates, number of hours worked, etc.) change at any point during the internship, the student is expected to contact Career Services and/or their faculty internship advisor IMMEDIATELY.

## Resignation/Termination from an Internship Work Experience

Students who resign from their internship positions prior to the end of the academic term or are for any reason terminated from their Internship employment must IMMEDIATELY inform the Career Services Center and the Faculty Internship Advisor. The director and Faculty Internship Advisor will determine, through discussion with the student and employer, whether full or partial credit for the internship course may be granted.

## Professionalism and Professional Expectations

During the time a student is working, s/he is considered an employee of the company for which s/he works. As such, students are subject to their employer's rules and regulations. Employers are responsible for advising students of the policies governing the company's working conditions, hours, holidays and any other matters concerning employment. Students are expected to conform explicitly to these rules and regulations, and are subject to the same disciplinary codes employers apply to regular employees. In addition, students may be subject to action by the University for serious violations in the workplace.

Satisfactory performance during internship employment will include:

- ♦ Attendance and punctuality during agreed upon hours of work
- ♦ Acceptable performance of the technical/skills based aspects of the job
- ♦ Conforming to an employer's dress codes
- ♦ Adhering to an employer's personnel policies

*Career Services Center*

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## Absence from work

Philadelphia University has assured its internship employers that students are responsible and their work attendance will be regular and punctual. Students must notify their employers promptly in case of illness or other emergencies requiring them to be absent from work. It is also at the employer's discretion to allow the student to take vacation time. Internship students are expected to adhere to the holiday schedules of their internship employers, rather than the University's (should they be different) when they are working.

If the student is ill or absent from work for a prolonged period of time (5 or more days), s/he must report that absence to the Career Services Center. In the event that an extended absence from work does not allow the student to complete the minimum hour and week requirements of the program, the student must meet with the Faculty Internship Advisor for evaluation of the individual situation.

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