

Academic Internship Program Change Proposal
Submitted by: Marianne Able Career Services Center

TO: Academic Opportunities and Oversight Committee

BY: Marianne Able Career Services Center – Tracy DePedro, Director and Laura Bickert Ciarllo, Associate Director for Internships

RE: Academic Internship Program Eligibility Requirements

DATE: Spring 2016

Summary of Proposal: The Marianne Able Career Services Center proposes changing the current eligibility requirements within both the undergraduate and graduate academic internship programs to open academic internship opportunities to more students and allow flexibility in work hours.

Background: There are existing eligibility requirements that were established at a date long before either the director or associate director for internships were employed at the university. There aren't clear records indicating the reasoning for any requirements, nor any changes that may or may not have occurred in regards to the original requirements.

During the 2015 – 2016 academic year, there have been requests and questions as to why some requirements exist. The full-time student status negates Continuing and Professional Studies and other part-time students from participating. The Career Services Center serves all students on campus, regardless of if they are full- or part-time, therefore, believes all of its programs should be open to all students. Within the graduate student requirements, 18 core graduate credits currently need to be earned prior to participating in an academic internship. This limits opportunity to participate, as many students are capable and motivated to begin gaining relevant work experience during the first or second semester in a program. Further, due to the shorter length of graduate programs, students may want and/or need to begin gaining this experience sooner. In addition, many program directors waived this requirement in an appeal process when a student not meeting the requirement made an appeal to register an internship for academic credit. After discussion at Graduate Council, we have come to the conclusion that the current 3.25 GPA requirement would be more useful if it was changed to "good academic standing within one's academic program." Finally, we believe the current hour requirements (420 hours within the semester) that exist within the 6 credit internship option seem stringent and challenging to comply with. We also do not see large numbers of student participating in a 6-credit internship, therefore this wouldn't affect many students.

We recommend removing these two requirements: full-time student status and 18 core graduate credits earned and *altering this requirement:* graduate students must have a minimum 3.25 GPA.

We also recommend changing the 6-credit internship hour requirement to 288 hours within the semester. Making these changes will provide academic internship opportunities to all students, to allow graduate students the ability to gain relevant work experience sooner, and to stream-line the registration and appeal processes.

Current requirements at the time of registration in order to register for an academic internship:

For Undergraduates:

- Full-time student status during the regular academic year (fall/spring semesters)
- 60 credits earned prior to the start of the internship experience (Architecture students need 90 credits)
- Minimum 2.5 GPA (cumulative and in major)
- Internship opportunity must be related to major and/or career goals

For Graduate Students:

Current programs completing internship via Career Services: iMBA, Taxation, Sustainable Design, GFE, Textile Design, Textile Engineering, User Experience, GeoDesign/Surface Imaging (via SDN course)

Programs **NOT** completing internship via Career Services: Construction Management, Interior Architecture, Architecture, Industrial Design, SDMBA, No CSHLA programs

Current requirements:

- Full-time status during the regular academic year (fall/spring semesters)
- 18 core graduate credits earned prior to the start of the internship experience (exception iMBA)
- 3.25 GPA (cumulative)
- Internship opportunity must be related to major and/or career goals

Proposed requirements:

Undergraduates:

- Remove full-time student status (If international student, must be full-time – 12 credits a semester)
- 6-credit option will require a minimum of 288 hours completed during the semester, with an internship duration of a minimum length of 12 weeks

Graduate Students:

- Remove full-time student status (If international student, must be full-time - 6 credits a semester)

- Remove 18 core graduate credits earned prior to participating
- Update GPA requirement to be Good academic standing within one's academic program

Current Undergraduate Academic Catalog Description (*Proposed area of change noted in italics*):

Optional Academic Internships

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. All academic internships must meet the NACE criteria for an experience to be considered an internship. Go to www.philau.edu/careerservices/students/internships for details.

Academic internships are offered during the fall, spring and 12-week summer term, and they are taken for credit as an elective with a course syllabus focused on professional skill-building and written assignments. The undergraduate internship course, INTRN-493, exists in 0.5, 3 or 6 credit options. Students may only enroll in an internship course during the semester of the internship experience; credit is not issued retroactively or for future experiences.

While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students' overall career and professional development. The Career Services Center and designated Faculty Internship Advisor (FIA) from the student's major provide support and guidance during the semester of participation. Career Services staff is also available to assist students with internship search strategy prior to the internship.

At the conclusion of the internship semester, all students are evaluated by their employer and FIA, receiving a grade derived from successful performance as determined by the employer, the quality of academic assignments submitted to faculty, and completion of minimum required hours. *All internships, regardless of credit registration, require a minimum of 12 weeks in length. Additionally, the 0.5 and 3 credit internship courses require a minimum of 12 hours per week on site, and the 6 credit internship course requires a minimum of 35 hours per week on site. All required hours and coursework must be completed within the semester dates for which the student is enrolled in the internship course.*

Internship course registration may only occur once an offer has been received and accepted from the employer. Several steps are required in order to register, and the Registrar's Office ultimately enrolls each student in the internship course once all required paperwork is completed and submitted. The deadline to register for academic internships is the last day to add class for the semester of intended participation as established each semester by the Registrar's Office. (Refer

to the academic calendar for specific dates.) Students are strongly encouraged to apply early and to contact Career Services for assistance, which provides the best success in finding an appropriate experience in time to meet registration deadlines. To learn more about the registration process, visit www.philau.edu/careerservices/students/internships.

Undergraduate Minimum Requirements for Participation:

- *Full-time status during the regular academic year (fall/spring semesters)*
- Completion of 60 credits by the start of the internship experience (90 credits for Architecture majors)
- 2.5 cumulative GPA in the semester preceding the internship
- If a transfer student, at least 15 credits earned at PhilaU

International Students:

- Meet criteria above as relevant to program enrollment
- Must be eligible for Curricular Practical Training (CPT)

Visit www.philau.edu/careerservices/students/internships for details

Note: Students not meeting minimum requirements may be considered by submitting a formal appeal. Contact Career Services for additional information.

To learn more about academic internships at Philadelphia University, visit www.philau.edu/careerservices/students/internships or contact Career Services at intern@philau.edu or 215-951-2930.

Proposed Undergraduate Academic Catalog Description (*proposed area of change noted in italics*):

Optional Academic Internships

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. All academic internships must meet the NACE criteria for an experience to be considered an internship. Go to www.philau.edu/careerservices/students/internships for details.

Academic internships are offered during the fall, spring and 12-week summer term, and they are taken for credit as an elective with a course syllabus focused on professional skill-building and written assignments. The undergraduate internship course, INTRN-493, exists in 0.5, 3 or 6 credit options. Students may only enroll in an internship course during the semester of the internship experience; credit is not issued retroactively or for future experiences.

While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students' overall career and professional development. The Career Services Center and designated Faculty Internship Advisor (FIA) from the student's major provide support and guidance during the semester of participation. Career Services staff is also available to assist students with internship search strategy prior to the internship.

At the conclusion of the internship semester, all students are evaluated by their employer and FIA, receiving a grade derived from successful performance as determined by the employer, the quality of academic assignments submitted to faculty, and completion of minimum required hours. *All internships, regardless of credit registration, require a minimum of 12 weeks in length. The 0.5 and 3 credit internship courses require a minimum of 144 hours per semester on site, and the 6 credit internship course requires a minimum of 288 hours per semester on site. All required hours and coursework must be completed within the semester dates for which the student is enrolled in the internship course.*

Internship course registration may only occur once an offer has been received and accepted from the employer. Several steps are required in order to register, and the Registrar's Office ultimately enrolls each student in the internship course once all required paperwork is completed and submitted. The deadline to register for academic internships is the last day to add class for the semester of intended participation as established each semester by the Registrar's Office. (Refer to the academic calendar for specific dates.) Students are strongly encouraged to apply early and to contact Career Services for assistance, which provides the best success in finding an appropriate experience in time to meet registration deadlines. To learn more about the registration process, visit www.philau.edu/careerservices/students/internships. All full-time, part-time and Continuing and Professional Studies students are encouraged to participate in academic internships.

Undergraduate Minimum Requirements for Participation:

- Completion of 60 credits by the start of the internship experience (90 credits for Architecture majors)
- 2.5 cumulative GPA in the semester preceding the internship
- If a transfer student, at least 15 credits earned at PhilaU

International Students:

- Meet criteria above as relevant to program enrollment
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Current Graduate Academic Catalog Description (*proposed area of change noted in italics*):

Academic Internships

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in the professional fields they are considering for career paths. Academic internships at Philadelphia University aid students in professional preparation through a work experience directly related to their major and career goals. All academic internships must meet the NACE criteria for an experience to be considered an internship (visit www.philau.edu/careerservices/students/internships for details).

Academic internships are offered during the fall, spring and 12-week summer term. The course syllabus is focused on professional skill-building and written assignments. Graduate-level internships are offered as a 3-credit course. Graduate students are permitted to enroll in the undergraduate 0.5-credit course in order to meet employer hiring policies, but it does not count towards graduate degree requirements. Students may only enroll in an internship course during the semester of the internship experience; credit is not issued retroactively or for future experiences.

While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and a student's overall career and professional development. The Career Services Center and designated Faculty Internship Advisor (FIA) from the student's major provide support and guidance during the semester of participation. Career Services staff is also available to assist students with internship search strategies prior to the internship.

At the conclusion of the internship semester, all students are evaluated by their employer and FIA, receiving a grade derived from successful performance as determined by the employer, the quality of academic assignments submitted to faculty, and completion of minimum required hours. Graduate internships (*when administered by the Career Services Center*) require a *minimum of 12 weeks in length and a minimum of 12 hours per week on site*. All required hours and coursework must be completed within the semester dates for which the student is enrolled in the internship course.

Internship course registration may only occur once an offer has been received and accepted from the employer. Several steps are required in order to register, and the Registrar's Office ultimately enrolls each student in the internship course once all required paperwork is completed and submitted. The deadline to register for academic internships is the last day to add class for the semester of intended participation as established by the Registrar's Office. (Refer to the

academic calendar for specific dates.) Students are strongly encouraged to apply early and to contact Career Services for assistance, which provides the best success in finding an appropriate experience in time to meet registration deadlines. To learn more about the registration process, visit www.philau.edu/careerservices/students/internships.

Minimum Requirements for Participation:

- *Full-time status during the regular academic year (fall/spring semesters; may differ by program)*
- *Completion of 18 core graduate credits by the start of the internship experience*
- *3.25 cumulative GPA in the semester preceding the internship*

International Students:

- Meet criteria above as relevant to program enrollment
- Must be eligible for Curricular Practical Training (CPT). Visit www.philau.edu/careerservices/students/internships for details

Note: Students not meeting minimum requirements may be considered by submitting a formal appeal. Contact Career Services for additional information.

To learn more about academic internships at Philadelphia University, visit www.philau.edu/careerservices/students/internships or contact Career Services at intern@philau.edu or 215-951-2930.

Proposed Graduate Academic Catalog Description (*proposed area of change noted in italics*):

Academic Internships

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Minimum Requirements for Participation:

- *Good academic standing within one's academic program*

International Students:

- Meet criteria above as relevant to program enrollment
- Must be eligible for Curricular Practical Training (CPT). Visit www.philau.edu/careerservices/students/internships for details

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Implementation Date: Fall 2016