

INTERNSHIP FOR CREDIT CHECK LIST

1. **Faculty Sponsor:** You must bring the completed **Project Proposal** to your faculty sponsor for approval.

2. **Dept. Chairperson:** You must bring the completed **Project Proposal** with your sponsor's signature to the Dept. Chairperson next for approval.

3. **Dean:** Then, you must bring the approved **Project Proposal**, with the **Request for Change of Registration** to the Dean's office for approval.

4. **Center for Career Development:** Next, you must bring the approved **Project Proposal** with the **Request for Change of Registration** to Center for Career Development for approval and processing.

5. **Registrar's Office:** Finally you must bring the approved **Request for Change of Registration** to Registrar's Office for processing.

NOTE: All steps in the **APPROVAL** and **REGISTRATION** process **MUST BE COMPLETED** by the last day of **DROP/ADD PERIOD**.

(Rev. 07/07)

INTERNSHIP PROJECT PROPOSAL

Academic credit (3) and a letter grade are awarded to the student for an independent, academic project (or projects) which grows out of his/her academic interests and is relevant to the particular co-op setting. These projects can include such things as a paper, report, research project, seminar presentation, annotated bibliography based on extensive reading, analytic journal, etc. The intention of these exercises is to enable the student to carry out a substantial integration of what is learned in the field experience with his/her total academic program, with special emphasis on relationships between theory and practice.

Academic Term: _____ Departmental Major: _____

NAME: _____ JOB TITLE: _____

EMPLOYER: _____

ADDRESS:

Faculty Sponsor: _____ Department: _____

1. Describe anticipated job responsibilities during internship:

2. Describe anticipated new skills and knowledge to be achieved during the internship (i.e. your learning objectives):

TO BE COMPLETED BY FACULTY SPONSOR

3. Academic Project Description:

4. Relevant activities and resources (assigned related readings, manuals, films, interviews, training, journal, etc.)

STUDENT'S SIGNATURE

DATE

1. _____
FACULTY SPONSOR'S SIGNATURE

DATE

ACADEMIC DEPARTMENT APPROVAL (SUBJECT TO SATISFACTORY EXECUTION OF INTERNSHIP PROJECT):

____ FREE ELECTIVE CREDIT (402)

____ MAJOR/MINOR ELECTIVE CREDIT (403)

2. _____
CHAIRPERSON'S SIGNATURE
DATE _____

3. _____
DEAN'S SIGNATURE
DATE _____

4. _____
CENTER FOR CAREER DEVELOPMENT SIGNATURE

DATE _____

CC:Student
Dean
Faculty Sponsor
Chair

Manhattan College

School of Arts

Policy on Internships

Internships are not just jobs to which we add college credit; they are learning experiences that support and expand classroom instruction. Internships can be valuable additions to a student's major, minor, or general education; thus, when taken for course credit, these internships must represent a valid, rigorous, supervised academic experience. Internships may be for major, minor, or free elective credit or for no credit at all, and they may be paid or unpaid.

For 2007 and thereafter:

1. The approval of the Dean is required for all internships for major or elective credit. All forms must be completed before submission for the approval of the Dean.
2. Internships that carry no credit are handled completely by the Center for Career Development.
3. Internships are to be registered through the Center for Career Development, whether for major or elective credit or for no credit at all. All procedures must be followed in the securing of and execution of the internship.
4. All supervision of the internship is done through the department granting credit. The Chair of the supervising department in consultation with the supervising faculty member determines whether credit is warranted and if so, how it may be applied (i.e. major elective or free elective).
5. Faculty may not supervise internships outside their own department without the prior permission of the Chair of the credit-granting department and the Dean.
6. All grading policies, course requirements, assignments, deadlines are determined by the supervising faculty member provided these in no way conflict with the policies of the department, the School of Arts, or the Center for Career Development.
7. CO-OPs, whether for major, minor, or free elective credit, are given under the course listing CO-OP 401, 402, 403. As is listed in the catalogue, CO-OP 401 is an internship that carries no credit, CO-OP 402 is an internship that carries free elective credit, and CO-OP 403 is an internship that carries major (departmental) elective credit that may be used toward the major or minor within a department. The use of these numbers will help the student understand the type of internship he or she is taking and will ensure that the CO-OP office will be able to help the student to the fullest. The specific department granting CO-OP credit is identified through the extension on the course number, for example, "CO-OP 403-09 Peace Studies Internship" or "CO-OP 403-03 English Internship." [**Note:** the list of departmental sections/extensions at the end of the document]. The place of internship will be listed on the transcript immediately below this designation.
8. Students are allowed to take an internship under the CO-OP designation no more than twice for credit, once for major/minor credit. In those departments that also provide an Internship opportunity, students are allowed to take this internship opportunity no more than once, whether for major/minor or elective credit. Students may take no more than nine credits of CO-OP and departmental internships combined, and only one course may be taken for major/minor credit. There is no limit on internships that carry no credit.
9. Generally a student taking an internship for major credit should have an overall GPA of 3.0; a student taking non-credit bearing internship or one for free elective credit should have a 2.5 overall.
10. Before taking an internship for major credit, a student should have earned 57 credits (about junior status) and have completed the basics in the major (at least 12 credits).
11. It makes no difference to the Dean's office or to the Center for Career Development whether the internship is a paid position, one that has a stipend attached, or one that carries no compensation whatsoever.
12. It is not appropriate to grant CO-OP credit as well as either departmental internship or independent study credit for the same internship.

13. Students doing an internship, whether under the CO-OP or departmental designation, must complete a minimum of 120 hours on-site or in the field (excluding travel between “home” and the job) and provide a document from the employer attesting to that. Students doing an internship must be prepared to work one whole day each week.
14. A student may receive no more than three credits in the same semester for an internship no matter how many hours worked. A student may not receive more than three credits in the same placement unless the employer can attest that the work experience is substantially changed.
15. Summer internships are handled as Summer Session courses. January Intersession internships are handled as January courses. January internships must be designed to complete the minimum of 120 required hours.
16. In the semester that a student elects to pursue an internship, the student shall not be allowed to take more than 15 credits total (including internship) except in the most compelling of circumstances. The permission of the Dean is required to exceed the 15 credit total.
17. Whether a departmental internship or a co-op internship, the faculty sponsor is responsible for helping the student see the relationship between his or her academic interests, skills, and career goals and the CO-OP work assignment. The faculty sponsor helps in the initial draft of the learning objectives and in the final evaluation of how well those objectives were met by the field experience. The faculty sponsor co-signs the student’s placement description and his or her final placement report.
18. With CO-OP placements, the faculty sponsor is expected to work closely with the CO-OP office in all aspects of the internship. Upon review of the student’s work including the employer evaluation, the faculty sponsor submits a letter grade to the Center for Career Development within the normal grading period.
19. Grades for departmental internships are reported directly by the faculty member within the normal grading period through Self-Service. Grades for cooperative placement internships are reported by the faculty sponsor to the Center for Career Development within the normal grading period.
20. All internship work for credit, whether through the departmental designation or the CO-OP designation, must be submitted to the Center for Career Development office to be filed.
21. All applications for internships shall be submitted to the Dean’s Office for approval no later than the first day of classes

Revision of Policy of 7 March 1996; adopted as amended at the 12 December 2006 Chairs’ and PDs’ Meeting,
12 December 2006

Extensions for Co-op Course Numbers

To be used with the Co-op course numbers: 401. (non-credit)
402. (elective credit)
403. (major credit)

-01	Communications	-11	Psychology
-02	Economics	-12	Religious Studies
-03	English	-13	Sociology
-04	Fine Arts	-14	Urban Affairs
-05	Government	-15	All other majors
-06	History		All 401- Internships (from all Schools)
-07	International Studies		All 402- Non-Arts Internships (Elective credit)
-08	Modern Foreign Languages		All 403- Non-Arts Internships (Major credit)
-09	Peace Studies	-16	Science
-10	Philosophy		

Manhattan College
School of Business
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1. The approval of the dean is required for all internships for major, minor, or elective credit. All forms must be completed before submission for the approval of the dean.
2. Internships that carry no credit are handled completely by the Center for Career Development.
3. Internships are to be registered through the Center for Career Development, whether for major, minor, or elective credit, or for no credit at all. All procedures must be followed in the securing of and execution of the internship.
4. All supervision of the internship is done through the department granting credit. The chairperson of the supervising department, in consultation with the supervising faculty member, determines whether credit is warranted and if so, how it may be applied (i.e. major, minor, or elective).
5. Faculty members may not supervise internships outside their own department without the prior permission of the chair of the credit-granting department and the dean.
6. All grading policies, course requirements, assignments and deadlines are determined by the supervising faculty member provided these in no way conflict with the policies of the department, the school, or the Center for Career Development.
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21. All applications for internships shall be submitted to the Dean's Office for approval no later than the first day of classes.
22. Major Codes:
 - 21 – Accounting
 - 22 – Computer Information Systems
 - 23 – Economics
 - 24 – Finance
 - 25 – Management
 - 26 – Marketing
 - 27 – Global Business Studies

Approved by the School of Business Curriculum Committee, April 30, 2008.

REQUEST FOR CHANGE OF REGISTRATION

I.D. Number	Sch.	Last Name,	First Name	M.I.
				Status

DROP

Dept. & Course No. **Sect.** **Course Title**
Crs.

KEEP/ADD

Dept. & Course No. **Sect.** **Course Title** **Crs.**

If you plan to ADD a course, you must meet with your advisor/chairperson. You may KEEP a course for which you are already registered without doing so.

Approvals:

Fall

Dean's Office

Date

Spring

Center for Career Development

Date

Summer

Registrar's Office

Date

YEAR _____