

## Expectations for Credit-Bearing Internships at Baylor University

Baylor University expects that all internships provide quality experiences for students. The National Association of Colleges and Employers and Baylor University define internships as “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 give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.” (Definition courtesy of the National Association of Colleges and Employers.) The University has particular interest in maintaining the quality of credit-bearing internships, defined as those that result in academic credit that is transcribed on a student’s academic record. Please review the Fair Labor Standards Act for additional information regarding internships. Furthermore, Baylor representatives are encouraged to direct students and employers to review the Fair Labor Standards Act pertaining to internships (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>).

Credit-bearing internships should expand academic opportunities for students by providing them with unique experiences that complement their academic coursework. Moreover, internships should provide students with meaningful experiences that mirror the experiences they will have once they graduate from Baylor and either enter the workforce or continue on for further education.

Baylor faculty or staff who serve as internship directors are expected to ensure the quality of the internships they oversee by providing evidence of the following course characteristics within their Course Agreements/Syllabi:

- Agency/field supervisor (on site supervisor) should be evaluated prior to the placement acceptance. That evaluating could include location approval and discussion to ensure it will be a placement supportive of the student’s growth.
- Regular communication/open lines of communication (in person, by phone, by email, or by all of these means) between students, the internship director/coordinator/professor (on campus entity), and agency/field supervisor. The agency/field supervisor is expected to be a professional in the field of study possessing expertise in the field of experience.
- Course work recommendations include:
  - Learning agreement stating what the student will learn from the internship experience. This agreement could state the start and end date of the internship.
  - At least two evaluations of each intern per semester completed by the agency/field supervisor (who oversees the daily work of interns).
  - Each student’s written reflections on the internship experience (weekly reflections or a final paper).
  - A student’s evaluation of the internship experience.
- Site visits, when practicable, conducted by the internship director or his or her designee.
- Descriptions for each internship position or agreed upon objectives/goals.
- Models of grade assignment using AAC&U’s value rubric for internships are available to interested parties (<https://www.aacu.org/value-rubrics>).

In addition to including the above items in course syllabi, all directors of credit-bearing internships are encouraged to work with the Office of General Counsel (OGC) to establish an internship contract as

needed between Baylor University and the outside agency that associates with Baylor to provide the internship. A contract is defined in Black's Law Dictionary as an agreement between two or more persons which creates an obligation to do or not to do a particular thing. In accordance with authority from the Board of Regents, all contracts (which include informal agreements and understandings) that purport to legally bind Baylor can only be signed by the President, or a Vice President when joined by the corporate secretary or assistant secretary. This is true regardless of the value of the contract. Anyone signing a contract without authority is subject to being personally liable for that contract. More information in this regard can be found at the Contract Procedures part of the OGC website at: <http://www.baylor.edu/ogc/news.php?action=story&story=125795>

Basic information about all credit-bearing internships, including course syllabi, must be submitted to the Office of the Executive Vice President and Provost through the "Internship Form" link found at <http://www.baylor.edu/vpue/> which is managed by the Assistant Director of Internships found in the office of Career and Professional Development. All new internship programs must be reviewed by the appropriate department chair, dean, and the Office of the Executive Vice President and Provost before any students can enroll and begin the internship experience. The Assistant Director of Internships can supply you with the process to create a new program and/or course.

The internship director/coordinator/professor (on campus entity) should provide the Assistant Director of Internships located in Career and Professional Development a list of all students enrolled/receiving internship credit and their official internship location between the census date and two weeks after the census date.

Finally, all internship director/coordinator/professor (on campus entity) of credit-bearing internships are expected to maintain accurate records of intern and program evaluations for a minimum of three years. Moreover, internship director/coordinator/professor (on campus entity) are expected to use these evaluations to improve individual and program performance.