

GUIDELINES for LOCAL INTERNSHIPS for CREDIT

No more than a total of 8 hours of local internship credit may be applied toward degree requirements.

Ad Hoc Internships

There are no specific admission requirements for this type of local internship, and any student may try to arrange one. These internships usually carry four credits and are taken along with three other 4-credit courses as part of a normal semester's schedule. It is not usually advisable to overload while doing an internship.

In order to carry academic credit, an internship must meet the following criteria:

1. It must involve at least 10 -16 hours of work per week in a professional setting.
2. It must be unpaid.
3. The work performed may not be clerical. The purpose of an internship is to acquire experience at the professional level.
4. A full-time member of the teaching faculty must supervise the academic component that complements the direct work experience. The faculty sponsor and the student determine the exact nature of the academic work. See "Course Requirements" below for information on expected content and grading.
5. In order to register for the internship course (394), the student must submit a completed and Independent Studies Form found online at:
https://secure1.rochester.edu/registrar/forms/independent_study.php.

Departmental Internships

Several departments sponsor local 4-credit internships; students should see the individual departments for more information. Brief descriptions of the most active programs are listed here:

Department of English (Morey 404)

Sites include professional theater, UR International Theatre Program, newspapers, radio and television stations, UR Public Relations Office, non-profit organizations and area businesses. For more information about English Department Internships, please see the department web site at:

<http://www.rochester.edu/college/ENG/undergrad/internships.html>,

or contact Curt Smith at 273-5014 or curtsmith@netacc.net.

Department of Clinical and Social Sciences in Psychology (Meliora 355)

Internships are most commonly completed in agencies involved with health care delivery, youth services, community services, or personnel services.

Department of Political Science (Harkness 334)

A limited number of juniors and seniors are selected as interns in the District Attorney's and Public Defender's offices. Interns spend 12 hours per week in the agency. Students are chosen on the basis of their overall academic record (a minimum cumulative G.P.A. of 3.0 is required), non-academic interests and activities, and an interview. Prior coursework in political science is necessary. Students interested in applying are urged to attend a departmental information session, offered generally at mid-semester.

For additional information, see the Department of Political Science web site at <http://www.rochester.edu/college/psc/undergrad/intern.php>.

COURSE REQUIREMENTS & GRADING:

The faculty sponsor defines the course requirements and grading procedures of the internship course. Internship courses normally involve outside reading and a research paper or critical journal as the basis for evaluation. The reading for the internship is tailored to the particular needs of the internship, and the faculty sponsor of the internship determines the amount and specific content of the reading. Normally, these internships are graded with letter grades, but the Pass/Fail grading system is possible with the approval of the department chair; no normal letter grade is submitted. The evaluation is based upon the student's performance on the reading and written work, and may also include consultation with the supervisory personnel in the internship.

GUIDELINES for NON-LOCAL INTERNSHIPS for CREDIT

No more than a total of 16 hours of non-local internship credit may be applied toward degree requirements.

Ad Hoc Internships

Full-semester programs (with the exception of the Washington Semester, Art New York, and Internships in Europe programs) require the prior approval of the Internship Committee. Interested students should make arrangements with an appropriate faculty sponsor. The Internship Committee should be presented with

the following documents well before the start of the semester for which the internship is proposed:

1. An Independent Studies Form completed with and signed by the faculty sponsor.
2. A detailed description of the proposed internship, elaborating upon the summary description on the Independent Studies Form, in the form of a letter submitted by the student.
3. A letter from the faculty sponsor outlining his or her expectations for the internship and criteria for evaluation.
4. Other material that may be required by the specific program, for example, letters of recommendation or a transcript. Note: The Internship Committee does not usually approve full-semester programs unless a student is in the upper-half of his or her class and can relate the work experience to his or her academic program.

COURSE REQUIREMENTS and GRADING:

The faculty sponsor defines the course requirements and grading procedures of the internship course. Internship courses normally involve outside reading and a research paper or critical journal as the basis for evaluation. The reading for the internship is tailored to the particular needs of the internship, and the faculty sponsor of the internship determines the amount and specific content of the reading. Normally, these internships are graded with letter grades, but the Pass/Fail grading system is possible for 4-credit internships with the approval of the department chair. The evaluation is based upon the student's performance on the reading and written work, and may also include consultation with the supervisory personnel in the internship.

Washington Semester Program

The Washington Semester administered by the Department of Political Science, offers internships in Congress, the executive branch, party campaign committees, and lobbying, advocacy and policy groups. The Department uses The Washington Center for administrative support including placement in the internship and housing. The program is open to juniors, selected primarily on the basis of academic performance (a minimum cumulative 3.4 G.P.A.) and knowledge and interest in American politics. Students interested in applying are encouraged to take a course focusing on congressional politics. A general interest and informational meeting is held each semester.

For more information, see the Department of Political Science web site at <http://www.rochester.edu/college/psc/undergrad/intern.php>.

Art New York Program

The Art New York program, administered by the Department of Art and Art History (Morey 424) is a spring-semester residency program of study in New York City open to all third- and fourth-year undergraduate students interested in learning about aspects of contemporary art. Interested students should contact Professor Elizabeth Cohen. The program integrates internships in art institutions, direct involvement with practicing artists, and academic courses on contemporary art. Students complete one four-credit course at a local institution, participate in a four-credit colloquium with other Art Core students, and earn eight credits for the internship.

For more information see the Department of Art & Art History web site at <http://www.rochester.edu/college/aah/undergrad/NYC.htm>.

Internships in Europe Program

The University of Rochester, in cooperation with Educational Programmes Abroad (EPA), sponsors semester-long study programs in London, England; Brussels, Belgium; Berlin, Germany; Bonn, Germany; Madrid, Spain; and Paris, France. The programs enable students to combine academic study with an internship. Applications and information may be obtained from the Center for Study Abroad & Interdepartmental Programs in Dewey 2-161 and are also available on-line at www.rochester.edu/college/internships/. Programs are offered during the fall and spring semesters. There are also summer programs in London, Brussels, and Bonn.

The European Political Internship Program is sponsored by the Department of Political Science. Internships include: British Parliament, European Parliament, law offices, constituency offices, pressure groups, research institutions, party headquarters, and local and national government offices in London, Berlin, Bonn, Brussels, Madrid and Paris. A detailed description of the European political internships is contained in the [University of Rochester Internships in Europe](#) catalog, which can be obtained in the [Center for Study Abroad and Interdepartmental Programs](#) in Dewey Hall 2-161. Students interested in this program should make an appointment with an advisor in the Center.

The European Business Internship Program offers students the opportunity to intern in many areas of business, including: banking, finance, accounting, advertising, marketing, public relations, and personnel in London, Bonn, Brussels, Madrid and Paris. A detailed description of the European political internships is contained in the [University of Rochester Internships in Europe](#) catalog, which can be obtained in the [Center for Study Abroad and Interdepartmental Programs](#) in Dewey Hall 2-161. Students interested in this program should make an appointment with an advisor in the Center.

The European Arts Internship Program is sponsored by the Department of Art and Art History (Morey 424); Professor Grace Seiberling is the faculty sponsor. Students are placed in museums, art galleries, concert halls, and theaters. London, Bonn, Madrid.

The European Health Sciences Internship Program places students in the areas of health science or medical research and is sponsored by the Department of Public Health Sciences (Saunders Research Building). Past health science placements have included: hospital administration, health education, nutrition, occupational and physical therapy, psychiatric wards, psychology departments, health centers, and youth centers in London and Bonn.

Students on the **Internships in Europe Program** complete two 4-credit courses and an 8-credit internship. A letter grade for the internship is awarded by the faculty sponsor based on the analytic journal kept by the student and on the supervisor's letter of evaluation. (Letter grades for the academic courses on these programs are listed on the transcript, but are not part of the cumulative grade point average.)

EARNING CREDIT for SUMMER INTERNSHIPS

If you would like to earn credit for a summer internship, several options are available:

1. You may register for the internship as described above by submitting an Independent Studies form, available at the Center for Advising Services, Lattimore 312. Students who register for internship credit in the summer will be charged the published summer "per credit" tuition rate for Independent Studies courses.
2. You may register for **CAS 396A**. This internship is designed for, and may only be taken by, matriculated undergraduate students whose summer employers require them to "register for credit." The course carries 0 credit hours, but is graded "CREDIT/NO CREDIT." The Dean's approval is required before registration is permitted; students should see an adviser in the Center for Advising Services. No tuition or fees are charged. In the fall semester the department offers **CAS396C**, "Fall Internship" and in the spring semester **CAS396D**, "Spring Internship." Both of which carry 0 credit hours.
3. You may register for **CAS396B**, which carries one credit. This internship is designed for, and may only be taken by, students whose summer employers require them to earn credit. Consultation with the Career Center must precede registration. After student receives offer letter and completes learning Goals and Objectives with on-site supervisor, the student engages in

an internship of at least 100 hours over at least five weeks. Ten specified topics concerning the organization and the student's experiences are addressed in analytic journals, normally submitted weekly via Blackboard. Written evaluation completed at end of internship. Graded Pass/Fail. Students who register for CAS 396B will be charged the published summer "per credit" tuition rate for summer classes. (NOTE: International students follow separate CPT procedures; see ISO for further details.)

4. You may wish to speak with a full-time faculty member about establishing a different type of Independent Studies course (391, reading/research) for the following fall semester, based on the summer internship experience. Such a follow-up course typically involves independent reading /research in some aspect of the internship area as well as a written component. Students are expected to do whatever academic work is required by the faculty member in order to earn independent studies credit. The academic requirements set by individual faculty and departments for earning internship credit vary and should not be taken for granted.

(Please note: Faculty policy requires students to receive credit in the term in which academic work is completed.) Trying to register for the internship course (394) in the fall would be against policy and disallowed if the internship were completed over the summer. Conversely, trying to register for a fall-semester Independent Studies course without doing academic work as required by the faculty member in that semester would also be against policy and disallowed.

Not every internship lends itself to creating a follow-up Independent Studies course for the fall semester, but in some departments, and with some faculty, there may be a way to create a fall course based on the summer internship. Perhaps a comparative study, or, after further readings, a paper based on a journal carefully kept during the internship experience would be acceptable. However, a significant independent study project would be required in departments such as Economics. The study's content and criteria for evaluation should be arranged — prior to the internship — between the student and a full-time faculty member from a department most closely associated with the nature of the internship or subsequent study topic. This course would be subject to all other applicable Independent Studies policies and guidelines.