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GENERAL INTERNSHIP INFORMATION

WHAT IS AN INTERNSHIP?

Baldwin Wallace University is committed to developing career ready graduates. An internship is a structured learning experience in a work setting that gives students the opportunity to clarify their career interests and gain valuable knowledge and experience in a particular field while developing Career Readiness Competencies. In an internship, students work as employees, but the purpose is to receive mentorship, supervision, and training. Internships are designed to assist students in the career exploration process to determine if that career matches their interests and skills.

As of Summer 2023, all internships registered through Baldwin Wallace University will count for the University's Experiential Learning (EXP) requirement.

REGISTRATION OPTIONS

Internships can be registered in two different ways:

- 1) Internship for Academic Credit *and* EXP
- 2) Internships for EXP ONLY (without academic credit).

The Career Center facilitates the registration process for both types of internships.

TIMELINE

Regardless of which internship registration option you choose, **your internship must be registered:**

- no later than two (2) weeks after the start of your internship; and
- by the ninth (9th) week of the semester in which the work is completed.

Students who begin internships after the ninth (9th) week of the semester and continue working into the subsequent semester must still register the experience within two (2) weeks of the start date. However, the internship will be applied to the following semester.

Internship evaluations are sent to all relevant parties via Handshake two (2) weeks prior to the end of the semester in which the internship is registered. Completed evaluations **MUST** be received by the Career Center before a grade can be assigned.

INSURANCE COVERAGE

In accepting an internship, the student acknowledges the full release by them of any liability on the part of the University for any loss, physical injury or accident of any kind. The intern agrees to assume full responsibility for reviewing with the internship employer any benefits that may be available to the student (i.e., health and accident insurance, liability insurance, workers' compensation, etc.). In the event the internship employer does not provide any desired benefit, it will be the sole and exclusive responsibility of the student to make their own arrangements. The University strongly recommends that students carry sufficient health, accident, disability, and hospitalization insurance in the event of loss or injury during the internship.

PROFESSIONALISM

Participation in the Internship Program is an opportunity that carries with it responsibilities. Student participants are considered representatives of Baldwin Wallace University. The University expects exemplary professional conduct and students' actions and/or behavior that is unacceptable will result in termination of the internship and may lead to institutional sanctions.

Registering your internship for **ACADEMIC CREDIT and EXP**

HOW DO I KNOW IF I HAVE TO REGISTER MY INTERNSHIP FOR ACADEMIC CREDIT?

Some majors/minors require internships for academic credit. For others, it is optional. Refer to your Student Planning Tool and/or Academic Advisor to determine if you must register your internship for academic credit.

Even if you are not required by your major/minor to register your internship for academic credit, you may choose to do so. You must register the internship under the prefix of your major or minor (e.g., CSC, BUS) and the course code will be determined between you and your Faculty Coordinator (297X, 397X, 497X, 298X, 398X, 498X). If you are registering a Course Assistant position for credit, please review the “Course Assistants (296X, 396X, 496X)” on page 5.

ELIGIBILITY FOR ACADEMIC CREDIT

To be eligible for Academic Credit for an Internship you must:

- have at least sophomore status with a 2.0 GPA or better (note: second semester freshmen may be eligible to receive academic credit for an on-campus internship with approval from their faculty advisors);
- meet the criteria established by the major/minor Department/School and the Career Center;
- register the credit under the department code of your major or minor; and
- meet with/have your internship approved by a Faculty Coordinator have your internship approved. To serve as your Faculty Coordinator, the individual must be a full-time faculty member within your Major or Minor.

ACADEMIC CREDIT INFORMATION

Number of Credits

Students must work 45 hours at their internship for each credit hour earned.

The maximum number of internship credits a student can earn is twelve (12) in fall or spring semesters and 6 during the summer.

A maximum of thirteen (13) internships credit hours may be applied toward the credit hours required for graduation.

Any exceptions to the stated credit hour limits must be approved by Academic Affairs.

Cost

Internships for academic credit are charged the appropriate tuition rate. During fall and spring semesters students registered for a total of 12-18 credits including their internship hours are charged full-time tuition. Students must work 45 hours at their internship for each credit hour earned. Credit hours between 12-18 hours for fall and spring semester are considered full-time status and are charged the full-time rate. Credit hours above 18 hours are charged the overload rate. A credit load below 12 hours is considered part-time status and is charged the part-time rate per hour. Note: summer credit may not be deferred to fall.

Application of Academic Credit

Departments/Schools determine whether or not credits earned in an internship may be applied toward completion of a major. These credits cannot replace required electives in a student's major or minor field of study.

Credit earned in an internship may not be used to satisfy the University Core requirements.

The approval of Academic Affairs is required whenever an individual wishes to attempt an internship, independent study, or a combination of the two that exceeds 12 credits in any single semester or 6 credits in the summer semester.

STEPS TO REGISTER YOUR INTERNSHIP FOR ACADEMIC CREDIT AND EXP

1) Watch the **Internship Registration Workshop Video** [Internship Registration Workshop Video](#) and submit the **Internship for Academic Credit Contract Survey** access through the QR code in the video. This will give you access to register your internship in Handshake.

*(Note: As of the start of Fall Semester 2023 classes, students are required to attend the **live Internship Registration Workshop** held on Thursdays from 11:30-12 in the Career Lab located in the Career Center in the lower level of the Union, or virtually through this [Zoom Link](#).)*

After the Internship Registration Workshop, you will complete the subsequent steps.

2) Ask a faculty member to serve as the Faculty Coordinator for your internship if you have not already.

3) Complete the [Internship Registration Request Worksheet](#) with input from your Faculty Coordinator to begin the registration process.

- After completing the worksheet with input from your Faculty Coordinator, enter the information from the worksheet into Handshake under **Career Center / Experiences**.
- Please note you will not be able to submit your request on Handshake until you have attended the Internship Registration Workshop.
- Once the information is submitted in Handshake, it will be reviewed and approved or denied by the Career Center, your Faculty Coordinator, the Department Chair, and your Employer Supervisor. The approval will prompt registration by the Office of Registration and Records.

4) Upon completion of the approved internship, the student, Employer Supervisor, and Faculty Coordinator must **complete the appropriate evaluation forms**.

- Completion of all three evaluations will prompt **grade submission** to Registration and Records.

COURSE ASSISTANTS (296X, 396X, 496X)

Course Assistants are undergraduate students who work with BW faculty members in the planning and implementation of a class. Students working as course assistants are required to meet all the expectations of the Internship Program in order to receive academic credit and EXP.

- Credit for internships as a course assistant is designated under the course number (296X, 396X, or 496X).
- The faculty member teaching the class in which the student is serving as a course assistant is designated as the “Employer Supervisor”.
- Another faculty member will serve as the Faculty Coordinator.
- Course assistantships are graded S/U and require final evaluations be submitted to the Career Center for the grade to be released.

INTERNSHIP REGISTRATION APPROVAL PROCESS

The registration information will be reviewed by the Career Center Internship and On-Campus Recruitment Coordinator and accepted or denied within 1 week of submission. After the internship is approved by the Career Center, the faculty internship coordinator, department chair, and employer supervisor will receive email messages from Handshake requesting approval of the student’s internship registration request. They will approve the internship registration electronically via a link contained in the email message. **It is the student’s responsibility to contact each party to ensure that they review and approve the request according to the Career Center’ timelines.**

EVALUATIONS AND GRADING

Evaluations provide feedback and dialog regarding the internship experience from the Employer Supervisor, student, and Faculty Coordinator. Completed evaluations **MUST** be received from all parties by the Career Center before a grade can be assigned.

- Your Employer Supervisor will receive an email from Handshake to complete the Employer Supervisor Internship Evaluation Survey at the end of your internship. You will also receive an email from Handshake to complete the Student Internship / EXP Evaluation Survey. Each email will contain a link for electronic completion. It is recommended that it be completed within the last two weeks of your internship. The student should meet with their supervisor to discuss the internship experience, receive feedback, and confirm with the supervisor that he/she has completed the Employer Supervisor Internship Evaluation Survey.
- You will also schedule a meeting with your Faculty Internship Coordinator within the last two weeks of your internship to discuss your experience, receive feedback, and obtain their signatures on the Faculty Internship Evaluation / EXP Evaluation Form.
- The completed Faculty Internship Evaluation / EXP Evaluation Form must be submitted to Career Center by the last week of the semester in order to have a final grade assigned in a timely manner.
- In most cases internships are graded on an S/U (*Satisfactory/Unsatisfactory*) basis. Talk to your Faculty Coordinator about grading.

- Students who register an internship for academic credit will automatically be given a “T” or Temporary grade until the completed evaluation forms are received by the Career Center.
- At the end of the semester, a “T” or Temporary grade may still appear on your transcript. This “T” grade will remain until your Employer Supervisor completes the Employer Supervisor Internship Evaluation Survey, you complete the Student Internship / EXP Evaluation Survey, and you submit the completed Faculty Internship Evaluation / EXP Evaluation Form to the Career Center. Failure to complete evaluations to remove the temporary grade, may prevent a student from being granted their BW diploma.
- Credit is awarded based on the successful completion of the goals, objectives, and action plan, positive employer and faculty evaluations, and the submission of those evaluations to the Career Center.

Registering your internship for EXP ONLY

WHAT IS EXPERIENTIAL LEARNING?

Experiential Learning at Baldwin Wallace University is a high-impact practice designed to provide students with the opportunity to become engaged citizens, critical thinkers, and lifelong learners. Students apply knowledge, theory, and skills in a new situation with a real-world context.

Students will articulate applied learning and professional competencies developed from the experience(s) and how these can be translated into future opportunities. Quick facts:

- **One experience is required for graduation**, though multiple experiences can now become part of the student's official transcript. *Students can stack their EXperiences!*
- Internships are just one of many EXperiences available at BW.
- For more information visit the [EXP page](#) on Jacket Connect.

STEPS TO REGISTER YOUR INTERNSHIP FOR EXP ONLY

Students registering their internship for EXP only are not required to attend the Internship Registration Workshop.

1. Attend the required EXP Registration Meeting with the Career Center's EXP Mentor to discuss details about the internship, fill out the EXP Internship Agreement, and plan the EXP Midpoint Meeting. [Schedule your EXP ONLY Mentor Meeting and Registration here.](#)
2. Register the internship on Handshake using the information from the EXP Internship Agreement filled out with the EXP Mentor. Enter the information from the agreement into Handshake under **Career Center / Experiences**.
 - Note: You will not be able to register your internship until you have met with the EXP Mentor.
 - Once the information is submitted in Handshake, it will be reviewed and approved or denied by the Career Center EXP Mentor and your Employer Supervisor. This will prompt registration by the Office of Registration and Records.
3. Upon completion of the approved internship, the student, Employer Supervisor, and EXP Mentor must **complete the appropriate evaluation forms**.
 - Completion of all three evaluations will prompt **grade submission** to Registration and Records.

EXP ONLY INTERNSHIP REGISTRATION AGREEMENT

This agreement will help you gather the necessary information in order to register your internship online. It is used to identify key elements of the internship, including your career goals, the internship company/organization, dates of the internship and date of the students Midpoint Meeting date. You will fill out

this agreement with the EXP Mentor during the EXP ONLY Mentor Meeting and Registration Appointment. You should submit the information online through Handshake within the first two weeks of your internship.

Note: The Career Center also adheres to the registration deadlines set forth by Registration and Records. Please contact our office for more information.

EXP INTERNSHIP REGISTRATION APPROVAL PROCESS

The registration information will be reviewed by the Career Center Internship and On-Campus Recruitment Coordinator and accepted or denied within 1 week of submission. After the internship is approved by the Career Center, the faculty internship coordinator, department chair, and employer supervisor will receive email messages from Handshake requesting approval of the student's internship registration request. They will approve the internship registration electronically via a link contained in the email message. **It is the student's responsibility to contact each party to ensure that they review and approve the request according to the Career Center' timelines.**

EVALUATIONS AND GRADING

- Your Employer Supervisor will receive an email from Handshake to complete the Employer Supervisor Internship Evaluation Survey at the end of your internship. You will also receive an email from Handshake to complete the Student Internship / EXP Evaluation Survey. Each email will contain a link for electronic completion. It is recommended that it be completed within the last two weeks of your internship. The student should meet with their supervisor to discuss the internship experience, receive feedback, and confirm with the supervisor that he/she has completed the Employer Supervisor Internship Evaluation Survey.
- The completed EXP Mentor Evaluation Form will be filled out once the Student Internship / EXP Evaluation Survey and the Employer Supervisor Internship Evaluation Survey are filled out.
- EXP Internship are graded on an S/U (*Satisfactory/Unsatisfactory*) basis. **Your EXP Mentor will discuss the grading requirements with you during the EXP ONLY Mentor Meeting and Registration appointment.**
- Students who register an EXP internship will automatically be given a "T" or Temporary grade until the completed evaluation forms are received by the Career Center.
- At the end of the semester, a "T" or Temporary grade may still appear on your transcript. This "T" grade will remain until your Employer Supervisor completes the Employer Supervisor Internship Evaluation Survey, you complete the Student Internship / EXP Evaluation Survey, and the EXP Mentor has filled out their EXP Mentor Evaluation. Failure to complete evaluations to remove the temporary grade may prevent a student from being granted their BW diploma.
- The grade is awarded is based on the successful completion of the goals, objectives, and action plan, positive employer evaluations, and the submission of those evaluations to the Career Center.