

An academic internship is preferably an off-campus learning/practicing experience in which the student explores and/or applies a body of knowledge and skill in a structured non-classroom setting. It can take place in many settings. It can make use of almost every knowledge and skill area in Bethel's curriculum.

1. An acceptable internship is one which expects the student to:
 - a. Explore career aspirations and make deliberate application of one's academic knowledge and skills
 - b. Continue to learn as stimulated by the problems and issues encountered
 - c. Grow in one's personal maturity and confidence in one's abilities
 - d. Develop empathy with and understanding of persons, groups, and settings typically not encountered on campus
2. The proposed internship must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within the existing course structure.
3. Students may register for an internship in either a course-based internship through an academic department or as an individual internship.
 - a. If the internship is to be completed in the context of a course, the students must register for the internship course through the standard registration process. To remain enrolled in the internship class, all required paperwork is due to the faculty member no later than:
 - October 1 for fall term internships
 - Interim add/drop deadline for interim internships
 - March 1 for spring term internships
 - June 15 for summer term internships

*A faculty member may set an earlier deadline in his/her course.
 - b. If the internship is to be completed as an individual internship, all of the completed paperwork is due to the Registrar's Office as follows:
 - October 1 for fall internships
 - Interim add/drop deadline for interim internships
 - March 1 for spring term internships
 - June 15 for summer term internships

4. If the internship is at an international site, the student must complete required activities in the Office of Off Campus Programs/International Studies office and obtain approval from the Associate Dean of Off Campus Programs. The Associate Dean of Off Campus Program's signature on the internship form indicates approval.
5. The internship is conducted under joint supervision of a Bethel faculty member and an on-site supervisor. Both parties agree on the specific objectives by the end of the first 1/3 of the term of the internship. Both parties will stay in touch during the internship, if required, and at the end of the internship experience. There should be a plan for on-going processing of the experience (log, weekly meetings, etc.). If the internship is completed as an individual internship, it is expected that the Bethel Faculty supervisor will interact at least bi-weekly with the student.
6. The internship may be part-time or full-time and may be salaried or non-salaried. Routine jobs or work which repeats previous experience do not qualify for an academic-credit internship. The work must provide an opportunity to meet academic/educational objectives.
7. The student must meet the following criteria:
 - a. Declared major or minor in the department of the internship being proposed
 - b. Junior or senior standing
 - c. Minimum of 10 credit hours completed in the department
 - d. Minimum cumulative GPA of 2.00 and a 2.25 GPA in the major (individual departments may require a higher GPA)
 - e. Meet additional criteria as established by each department.
8. An internship may be from 1 to 4 credits.
9. Each internship credit requires a minimum of 45 on site hours at the internship site. (3 credits = 135 hours, 4 credits = 180 hours)
10. A maximum of 9 credits in internships may be taken within the 122 credits required for graduation. Each, separate internship must have goals and objectives different than the prior ones taken for credit.
11. Internships are graded S/U (see university catalog under Grading System)
12. This policy identifies minimum university-wide requirements. Departments may choose to supplement this with additional requirements.