

BLUE MOUNTAIN COLLEGE

POLICIES AND PROCEDURES

AREA: **Academic Affairs**

NUMBER: **Policy 2.28**

SUBJECT: **Internships**

There are basically two types of internships at the College with regard to requirements, guidelines, and procedures: (1) regular departmental internships and (2) student teaching internships. This policy is designed for regular departmental internships. Requirements, guidelines, and procedures for student teaching internships are available in the Department of Education. However, the background check identified in #2 below and student malpractice insurance identified in item #6 below are required of student teaching interns as well as other interns.

1. **Course Credit**

A maximum of 6 hours internship credit may be earned except for the internship in student teaching which is 12 hours. Convincing documentation must be presented for more than 4 hours of undergraduate credit in an internship. Blue Mountain College requires 45 hours on the job per one hour of undergraduate credit earned. [Cross reference with Policy 2.12: Time Requirements for Semester Hour Credit] To receive credit, students must complete the application for internship form and submit it to the Office of Academic Affairs and register for the credit in the Office of the Registrar. Students who will be interns during the summer must register before leaving the campus in the spring or at regular summer registration. A student may not receive credit for a previous work experience; i.e., a student cannot receive credit for a summer work experience after the student has started to work.

2. **Background Checks**

All students must have a background check before registering for an internship. Students must provide their own background check through the company contracted to provide the service to the College. Students are responsible for paying for the background check. Information regarding the background check is available in the Office of Academic Affairs.

3. **Placement in Internships**

No student may initiate contact nor arrange his/her own internships for academic credit. Either the Faculty Supervisor or the Vice President for Academic Affairs must initiate all requests to an organization concerning an internship but a student may request that an inquiry be made at a particular agency. Blue Mountain College does not guarantee placement for any student. All attempts will be made to locate an internship for each approved student. Interns assume any potential risks to themselves by accepting placement at an internship site. Blue Mountain College is not liable for any injury or damages sustained.

4. **Eligibility**

In order to be eligible for an internship, the student must be of junior or senior academic standing, have completed at least 12 credit hours at Blue Mountain College, have a GPA of 2.00 and be in good academic standing, have a declared major, and have the written approval of the Faculty Supervisor. The signed application must be submitted to the Vice President for Academic Affairs

BLUE MOUNTAIN COLLEGE

before a placement can be sought for the student. This signed application certifies that the student has met all departmental prerequisites. The student must register for the internship in the Office of the Registrar. In addition, the student must do the following:

- submit an application for participating in an internship;
- submit a resume;
- provide documentation regarding the background check [See #2 above.]; and
- purchase Student Malpractice Insurance [See #6 below.]

5. Payment for Internships

The Office of Academic Affairs and/or the intern do not request payment for an internship. However, agencies may offer payment at their own initiative.

6. Internship Liability

Liability for an internship experience can vary depending on the circumstances of the internship. The College carries insurance to cover claims arising out of academic credit involving bodily injury or property damage of each student. Students must purchase Student Malpractice Insurance before being allowed to register for internship credit.

SOURCE: Board of Trustees: February 27, 2015; February 22, 2013; October 08, 2010; February 26, 2010