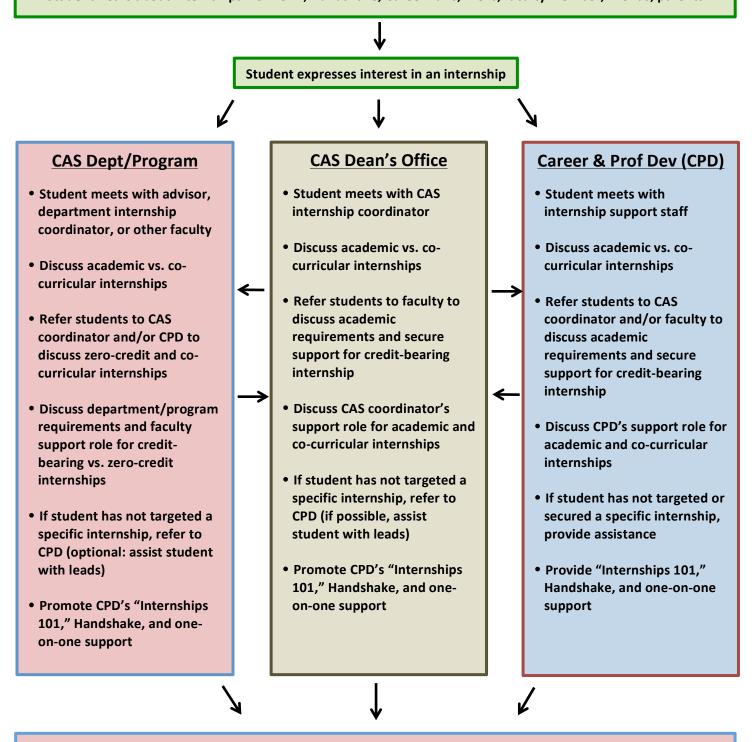
College of Arts and Sciences Internships Flowchart

Student hears about internships from CPD, Handshake, Career Fairs, Treks, faculty member, friends, parents



Academic, credit-bearing internship:

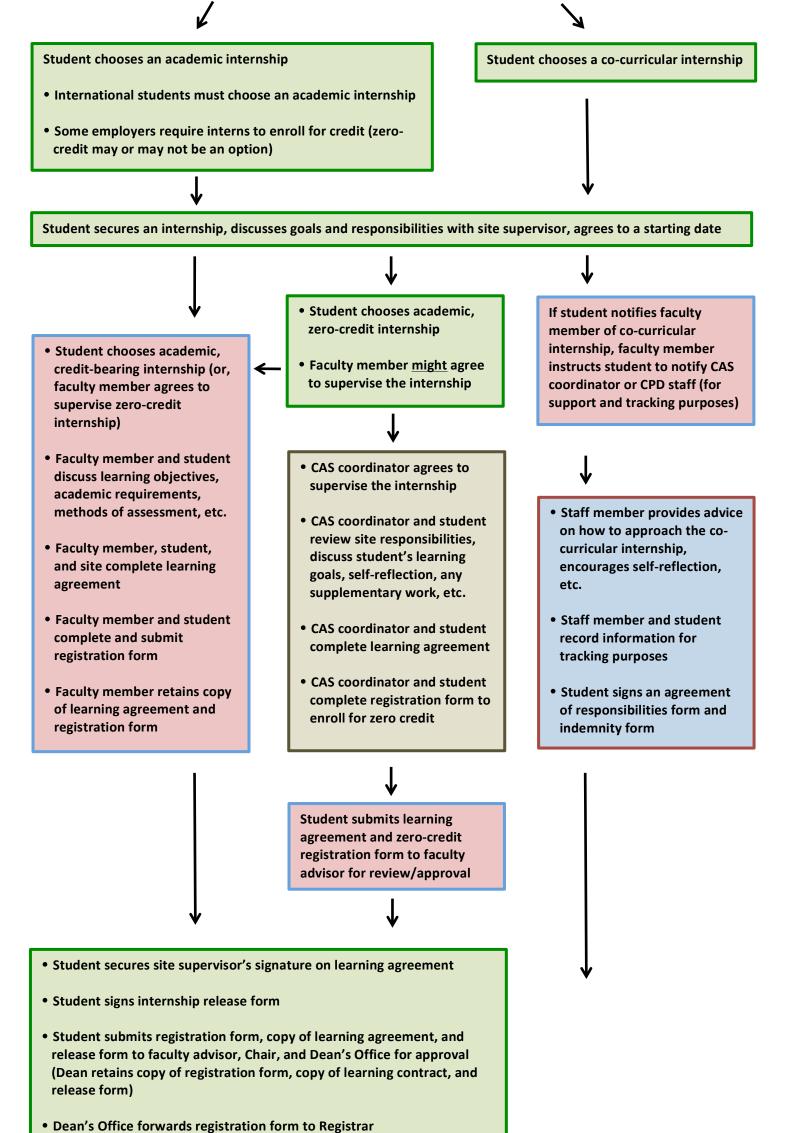
- offers high level of faculty engagement, integration of teaching/learning within and beyond the classroom
- workload similar to that of other upper-division courses (on-site responsibilities supplemented with reading assignments, assessable work products, meetings with faculty supervisor, written self-evaluations, etc.)
- student invests 40-55 hours per credit (per department/program expectations) and maintains a log of hours
- CAS coordinator and Career Center available to provide additional support

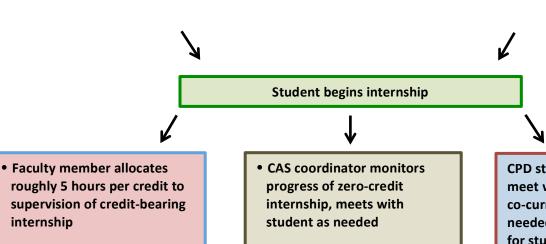
Academic, zero-credit internship:

- might be appropriate for a student who already has taken at least one credit-bearing internship
- might be appropriate for a student who cannot afford to pay excess credit fees or summer tuition
- appears on transcript, so some faculty oversight is expected (e.g., pre-approval and final S/NS evaluation)
- does not earn credit, so faculty involvement otherwise can/should be minimal
- CAS coordinator and Career Center provide almost all support (articulate goals, debriefings, etc.)
- student should prepare, at minimum, a log of hours and short reflective essay for final evaluation purposes

Co-curricular internship:

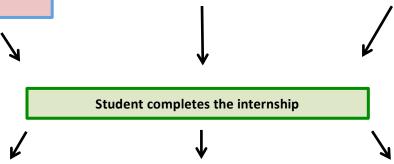
- no institutional requirements of the student, no required support from GU (and no reliable means of tracking)
- some students prefer because they want the freedom from institutional expectations
- no expectation of faculty involvement, but CAS coordinator and Career Center might provide support





- Faculty member and student meet, communicate regularly
- Faculty member assesses work products, provides ongoing feedback, support
- Faculty member secures and reviews site supervisor's midsemester evaluation
- CPD staff meet with student as needed
- CAS coordinator communicates with site supervisor as needed, advocates for student, intervenes with student, etc.

CPD staff and CAS coordinator meet with student undertaking co-curricular internship as needed, support and advocate for student as needed



- Faculty member secures and reviews site supervisor's final evaluation
- Faculty member assesses work products, reflective essay, log of hours, etc.
- Faculty member determines and submits final grade
- CAS coordinator secures site supervisor's final evaluation for zero-credit internship
- CAS coordinator collects reflective essay and any other materials from student (log of hours), checks for completion

CPD staff or CAS coordinator confirm and record completion of co-curricular internship, review materials as appropriate, offer debriefing



Faculty member maintains file of internship supervision documentation for banking/ compensation purposes

- CAS coordinator submits final materials to faculty advisor (with S/NS recommendation)
- Faculty member determines and submits final S/NS grade