



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 26, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.13 -- INTERNSHIPS

PURPOSE:

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Young Harris College encourages students to pursue an internship during their course of study. An internship is a planned work experience that provides students an opportunity to gain practical, hands-on experience in a particular field. During an internship students can clarify career and educational goals. The experience allows students to connect classroom learning with professional experience, enhancing academic, personal, and professional development. Students who complete internships gain marketable skills for the workplace.

An internship is a supervised experience that can be full-time or part-time, paid or unpaid. Internships may be approved for academic credit or may be for non-credit. Internships should demonstrate new student learning and/or the acquisition of new skills. Internships are not unsupervised volunteer experiences with routine, repetitive clerical duties.

Students wanting to pursue an internship for academic credit must complete the YHC internship application process through the Student Success Center. This application process must be completed and the internship must be approved for academic credit before the student begins contact hours with the internship site. Internships approved for academic credit are conducted under the joint supervision of Young Harris College faculty and an approved on-site supervisor. Internships approved for academic credit require a minimum of 40 hours contact time at the internship site for every one credit hour attempted in academic credit (40 hours = 1 credit hour; 80 hours = 2 credit hours; 120 hours = 3 credit hours, etc.). Maximum academic credit awarded for internships varies. In addition to contact hours with the internship site, students must complete academic requirements of the associated internship course in order to receive academic credit for the experience.

Student Eligibility

Students interested in pursuing an internship

- must have completed their freshman year (or a minimum of 30 credit hours)*
- must have declared a major
- must have a minimum 2.00 grade point average*
- must have approval of faculty advisor and department chair

*Some academic programs may have higher minimum standards or additional requirements. Students wishing to explore internship opportunities should contact the Student Success Center Office. For academically related internships, students should contact their Department Chair or Dean, or the Office of Academic Affairs.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor 2.2.16
Associate VP for Academic Affairs Date

/s/ Gary Myers 2.2.16
Vice President for Academic Affairs Date

/s/ Gary Myers 2.2.16
Chair, Academic Council Date

/s/ Matthew Byron 3.2.16
President, Faculty Senate Date

REVIEWED BY:

/s/ Tammy Gibson 3.16.16
Registrar Date

APPROVED:

/s/ Cathy Cox 7.29.16
President Date