

# Internships

Internships refer to work experiences, both with and without credit, which are part of curricular programs at the university. These work experiences may be referred to as cooperative education, internship, clerkship, externship, field experience, or practicum. The Curriculum Council and the Graduate Council endorse internships as an appropriate learning experience of academic value if properly planned and supervised.

The course numbers 410, 510, and 610 are reserved for internship-type courses. Assigned credit ~~should be~~ **must demonstrate that it is** <sup>[LMG1]</sup> commensurate with the academic learning experience, rather than just on-the-job experience.

An internship course is recognized in Banner SIS as a Schedule **Type** <sup>[LMG2]</sup>.

## Graduate-level internships

To encourage educational quality in the use of internships carrying graduate credit, the Graduate Council endorses the following criteria:

- The academic unit plays an active and reasonable role in the course. This may be provided through graded seminars, readings, papers, and/or examinations.
- A graduate faculty member is assigned to the course and provides a regular and workable supervision procedure.
- Appropriate evaluation and graduate procedures are employed.
- Credit earned is proportional to academic work involved.

Graduate-level internship courses may be offered on either a graded A-F or P/N basis (see policy on [Grading Mode](#)).

~~To activate an internship course number (510, 610) an expedited new course proposal is needed.~~ <sup>[GLM3]</sup> ~~To propose a new internship course,~~ submit a request to [the Office of Academic Programs and Assessment](#) ~~APAA~~ <sup>[LMG4]</sup> for assistance in creating ~~the an~~ expedited new course (510, 610) proposal.

~~Proposals~~ <sup>[LMG5]</sup> ~~for new internships should~~ To register for an internship course, all students should must have a syllabus or a learning agreement approved by the graduate faculty member assigned to the course that addresses issues such as supervision, the content and clarity of contract or other agreement with the student and participating agency (including work description), the maximum number of credit, the relationship of credits to hours of work, the kind of academic performance expected (papers, seminars, reading and conference, examinations, or the like), and the evaluation of the student's performance.

~~Though brief, the course description should clearly indicate the nature, method of supervision, and evaluation of the work study~~ <sup>[LMG6]</sup> ~~experience~~.

The proposed work experience should not duplicate credit already awarded, either at OSU or at another institution.

**Approval & Revisions:** Faculty Senate Meeting #317, 4/10/76 Revised 5/6/85, [Graduate Council](#)  
[X4/X25/2018](#)

**Additional Information:** [Policy on Grading Mode](#)