

North Dakota State University

CAREER CENTER INTERNSHIP PROGRAM: POLICIES & PROCEDURES

Definition of Internship

The NDSU Career Center defines an internship as paid or unpaid work experience related to a student's academic major or career goal and taken for academic credit. Employers hire internship students to achieve company goals by providing work opportunities and supervision to students whose skill sets are current to the position offered.

Internship Requirements

To be eligible for participation in the internship program, students must:

- Provide a position description which shows the internship duties are defined at the professional or paraprofessional level.
- Demonstrate that position duties are directly related to their academic major or career goals.
- Have achieved a minimum 2.0 cumulative GPA prior to internship registration.
- Be in good academic standing with the university.

Internship positions:

- Can be paid or unpaid. If paid, hourly wages must be at least North Dakota minimum wage or higher. Unpaid internships must be in compliance with United States Department of Labor's Fair Labor Standards Act.
- Must cover students under employer's Workers' Compensation insurance or comparable vocational training insurance.
- Must provide "on-site" work with direct supervision (working remotely is not allowed).
- Must engage students in active learning through work experience.

Registration

To enroll for internship credits, students should contact the Career Center at 701.231.7111 or send an email to the Internship Program inbox at ndsu.intern@ndsu.edu. The registration process is as follows:

1. Student contacts the Career Center
2. Student requests the link to the online Student Internship Registration form
3. Student fills out the online form (student will need a position description, the contact information for their faculty advisor, and the contact information for their workplace site supervisor)
4. *Students should meet with their faculty advisor before or shortly after they fill out the registration form
5. The Career Center will gain approval from the student's faculty advisor and their work site supervisor
6. Once all parties approve the experience, the Career Center will register the student for the correct internship course on Campus Connection
7. Student will receive a confirmation that the registration has been completed

Students must register for internship credit during the term in which the internship experience occurs; no retroactive credit will be awarded.

- Example: Credits for an internship that occurs from May 30-August 1 must be registered by the appropriate deadlines for the summer term.

Internship credits can be added to a student's schedule past the university add/drop deadline for that term by filling out a class permit or initiating an appeal process.

International students must register for internship credit for any term if one or more of the following are true:

- 100+ hours of employment will occur;
- Any employment (regardless of hours) occurs after the university add/drop deadline for that term.
- The 100+ hours is consistent with the Career Center's current registration policy for domestic students. The Career Center uses the add/drop deadline for internship registration purposes because students are required to fill out a permit past this date to enroll in the internship class.

Updated 11.13.2018

Students with the following majors will be registered for credits in their declared major:

Accounting	Finance	Plant Science
Agricultural Economics	Management Information Systems	Range Science
Agriculture	Microbiology	Food Safety
Animal Science	Natural Resource Management	Soil Science
Agriculture Systems Management	Nursing	
Cereal & Food Science	Pharmacy	

All other majors will be registered for **UNIV 397** (Undergraduate) or **UNIV 795** (Graduate).

Credits

Credit value for internship experience is determined by the Career Center, based on the number of hours worked per semester. Credit values range from 1-3 credits. Internships must be a minimum of 100 hours.

- 100-199 hours per semester= 1 credit
- 200-299 hours per semester= 2 credits
- 300+ hours per semester= 3 credits

*Some majors follow a different hours-per-credit scale

Tuition, Fees & Financial Aid

Internship credits are always charged at the North Dakota in-state tuition rate, based on your major. Internship tuition is not waived under the tuition cap. Students are responsible for paying the tuition for their internship credits. Some employers may provide tuition assistance or reimbursement, however, this is not required of employers.

The NDSU Registrar's Office considers enrollment in a 3 credit internship as full-time, and the student will be marked as such on the National Clearinghouse Report.

NDSU's Financial Aid & Scholarship Office also considers enrollment in a 3 credit internship as full-time and the student will be awarded financial aid accordingly.

The Career Center follows the NDSU dates and deadlines regarding registration, payments, and dropping courses throughout the academic year. Refer to <http://www.ndsu.edu/registrar/dates> for more details.

Course Requirements & Grading

To successfully complete the internship course, students are required to return:

- A midterm evaluation
- A final evaluation (one completed by both the student and supervisor)
- At the discretion of their faculty advisor, some students will be required to complete an assignment. Details of the assignment, including due date, will be given by the faculty advisor.
- If a student leaves an internship position early or employment is terminated for any reason, the student must contact the Career Center. In these instances students may not receive academic credit nor will they be eligible for a refund for their tuition payment.

Grading

- Undergraduate students are graded Pass/Fail.
- Graduate students are graded Satisfactory/Unsatisfactory.
- "Pass" does not affect a student's GPA; "Fail" is calculated into a student's GPA.
- A graduate student's GPA is not affected unless the internship is part of the student's course plan.
- Employer evaluation of student's performance MUST be satisfactory to receive a passing grade.
- If all required items are not returned by the due date, students will receive an incomplete grade. All incomplete grades must be resolved by the mid-term of the following semester or they will be converted to a failing grade.
- Students who leave early or are terminated for poor performance or unprofessional conduct will receive a failing grade.

Updated 11.13.2018