

# North Dakota State University

## CAREER AND ADVISING CENTER INTERNSHIP PROGRAM: POLICIES & PROCEDURES

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### Definition of Internship

The NDSU Career and Advising Center defines an internship as paid or unpaid work experience that is 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 minimum wage or higher respective to the state in which the intern is employed. Unpaid internships must be in compliance with United States Department of Labor's Fair Labor Standards Act.
- Must cover students under employer's Worker's 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

Students should first consult with their academic or faculty advisor to understand program-specific internship requirements and procedures. Students may also contact the Career and Advising Center to determine if registration with the Internship Program is the best option for them.

The registration process is as follows:

1. Student consults with their academic or faculty advisor on internship requirements.
2. Student fills out the Internship Program Registration Form. This is an online form in which the student will be asked to provide: a detailed position description, company information, start and end dates, compensation rates, contact information for their direct supervisor at the site, and contact information for their faculty internship advisor.  
(Students should meet with their faculty advisor before or shortly after they fill out the registration form.)
3. The Career and Advising Center will seek approval from the student's faculty internship advisor and their work site supervisor.
4. Once all parties approve the experience, the Career and Advising Center will register the student for the correct internship course on Campus Connection.
5. Student will receive a confirmation that the registration has been completed.

### Other Registration Policies

- Students are responsible for finding and securing their own internship/co-op experiences.
- 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.
- Students must notify the Career and Advising Center if they wish to drop any internship credits.
- All students are responsible for the tuition and student fee charges associated with their internship credits. Credits are bill at the in-state ND tuition rate and are exempt from the tuition cap. Tuition waivers cannot be used to cover the cost of internship credits through the Career and Advising Center's Internship Program.

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

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

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 and Advising Center, based on the number of hours worked per semester. Credit values range from 1-3 credits. Students can earn a total of 12 credits through the Internship Program during the course of their program at NDSU. 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 a student's 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 300+ hour 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 300+ hour internship as full-time and the student will be awarded financial aid accordingly.

The Career and Advising 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 and Advising Center. In these instances students may not receive academic credit; they may not 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.