Five approaches to managing enrollment for summer internships

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|  | Spring Semester | Summer | Fall Semester | Summer Internship Issues |
| 1 | Student registers for a course that is just an internship course   * There are no classroom hours involved. * The student does no work at the placement site until summer. * The student receives a grade of ‘RP’ in the course for the spring semester. | Student works at the placement site (LSA must be in place)   * Student is not enrolled in summer units for the internship | Faculty member supervising the internship changes the RP grade | * Enrollment reports, tracking, and student transcripts are inaccurate * May involve some liability problems |
| 2 | Student registers for a course (often a capstone)for which an internship placement is one of the requirements   * The student attends class sessions and completes other requirements for the course * Some students complete the internship component of the course during the spring semester * If the internship requirement is not met during the spring semester, the student receives an ‘RP’ grade | Student works at the placement site (LSA must be in place)   * Student is not enrolled in summer units for the internship | Instructor of the course changes the RP grade | * Instructor must remember to submit RP grade for those students doing the internship over the summer; otherwise the student isn’t covered by professional liability |
| 3 |  | Student works at the placement site (LSA must be in place)   * Student is not enrolled in summer units for the internship | Student registers for a course that is just an internship course   * There are no classroom hours involved. * The student does no work at the placement site during the fall semester | * Enrollment reports, tracking, and student transcripts are inaccurate. * Neither the student nor the university is covered by the professional liability insurance that is in effect when students are enrolled. |
| 4 |  | Student works at the placement site (LSA must be in place)   * Students is preregistered for or planning to take a Fall semester course for which an internship placement is one of the requirements * Student is not enrolled in summer units for the internship | Student registers for the course (often a capstone)for which the internship placement is one of the requirements   * The student who did the internship over the summer attends class sessions and completes other requirements for the course * Other students complete the internship component of the course during the fall semester, along with other course requirements | * Neither the student nor the university is covered by the professional liability insurance that is in effect when students are enrolled. |
| 5 |  | Student works at the placement site (LSA must be in place)   * Student is enrolled in summer unit(s) for the internship |  | * Enrollment reports, tracking, and student transcripts are accurate * The student and the university are covered by the professional liability insurance that is in effect when students are enrolled. * Student has to pay for summer unit(s) |

* Any off-campus experience that is part of a student’s academic program (this generally means that the experience carries academic credit\*) *must* be placed at a location for which a Learning Site Agreement is in effect. This is not negotiable, so it is vitally important that any requests to register for such experiences be cleared through the Office of Service Learning and Academic Internships.
* Any student in such a placement must be enrolled in the relevant course (internship, service learning, independent study) during the time that he/she is working at that location. If she/he is at the location during the summer, that means enrolling in the summer. There is one exception, probably for this summer only: if the student has already registered this spring in an internship for which the placement isn’t until summer AND has received a grade of “I” or “RP” for that internship, in which case Mike indicated that “extending” the work into the summer would be acceptable from a risk-management perspective. There are other issues with this approach, but these can go ahead – with an LSA in place – without additional registration.

\*NOTE: receiving credit for working at a placement site that isn’t a non-profit is required by state law if the student is not being paid.