

## Career Field Experience (Internship) Overview for Organizations

### Course Objectives:

- To enhance academic concepts and core competencies while developing skills and knowledge through practice in the work world
- To increase self-awareness in professional areas through on-the-job training
- To develop and refine skills in organization, planning, and communication
- To become familiar with the work world - including job responsibilities, organizational structures, and career options

### Prerequisites:

1. Completion of the Career Field Experience Preparation Course (CFE 97, or CFE 101 or 147)
2. Minimum GPA requirement (differs by major)
3. Student must have second year status

### Academic Credit:

- Every 40 hours of work experience = 1 academic credit hour
- The maximum number of credit hours per semester is 6
- Students must complete all course requirements to receive credit

### Role of the Career Services Advisor:

- Coordinate the student's internship experience
- Act as liaison between the student and the organization
- Meet with student at least one time during the semester

### Role of the Faculty Project Coordinator:

- Approve CFE course on student's program plan/sign petition
- Meet with the student to discuss and determine project content
- Provide grade for completed project

### Role of the Organization:

- Supervise the student on the job
- Provide a meaningful work experience
- Evaluate the student at the conclusion of the experience; worth 25% of student's final letter grade

**Placement Limitations:** Career Field placements are not permitted in situations where the student is working out of a person's home, or is an immediate relative, an owner, partner, or officer of the organization sponsoring the Career Field Experience. All internship experiences must be approved by Career Services prior to placement.

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