

Career Field Experience (Internship) Overview for Organizations

Instructors:

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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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