Guidelines for
SPST 4910 Internship Course

**Course Learning Objectives**
1. Students will perform meaningful work related to the student’s self-designed Area of Concentration (AOC).
2. Students will apply knowledge gained from courses in their approved or prospective AOC.
3. Students will demonstrate the ability to reflect on how the internship applies to personal, academic, and career goals.
4. Students will satisfy the employing organization in terms of work performance

**Course Requirements:**
Students must complete the following to successfully meet the requirements of the course:

1. **Work:**
   a. Provide useful service to the organization
   b. Comply with all rules and regulations of the organization
   c. Work the number of hours that corresponds to credit hours of enrollment; forty hours of work is expected for every credit hour of enrollment

2. Reflection Papers (see attached for more details)

3. Final Paper or Project Report (see attached for more details)

4. Evaluation by supervisor at the end of the internship (must be evaluated “average” or higher)

5. Résumé (due at the end of the internship and must include reference to internship)

**Grade:**
CR or F. Your grade is based upon the completion and quality of the assignments listed above; failing to meet any of the five requirements listed above may result in failing the course.
Guidelines for Reflection Papers

You must submit several reflection papers that detail your activities, your experiences at the internship site, and your thoughts about what you are doing and what you are learning. These will normally be submitted via the SPST 4910 Blackboard site.

During your first few days in your internship position, you should carefully record your impression of the internship site, including:
- a description of the physical environment
- an assessment of the staff
- an assessment of how the staff relates with the clients, the public, and each other
- your initial work assignments

As you become more familiar with the environment, try to apply what you have learned in the classroom to situations as they arise. Do your experiences match well with what you have learned in your BSS Area of Concentration courses?

Remember the reflections papers are not only a catalog of what you are doing, but also your thoughts and feelings about your experiences. Reflect on what you are learning, what you want to learn, how these apply to your potential career field, and how you are growing and changing as a result of the internship experience.
Guidelines for Final Internship Paper

1. The reflection paper may serve as a basis for the final paper.

2. The final paper should be a minimum of four pages and a maximum of eight pages (double-spaced).

3. Students taking SPST 4910 for fewer credit hours will have the option of writing fewer pages than students taking the course for more credit hours. The instructor will communicate expectations to each student.

4. The SPST 4910 course syllabus will specify when the paper is due. Should the paper not be satisfactory, it will be returned to you for rewriting.

5. Be sure to discuss the following:
   A) An overview of your internship experience (be specific and provide examples).
      • Elaborate on what you did, but more importantly what you learned.
      • In what ways was the internship particularly beneficial; what did you really enjoy?
      • Was there anything about the experience that disappointed you? If not, what could have been improved?
   B) How did your internship put into practice what you have learned in the classroom?
      • What specific course(s) prepared you? In what ways?
      • Were there areas in which you felt unprepared? Be specific!
   C) How has your internship impacted your career planning decisions?
   D) Based on this experience, are there changes you would like to make to your BSS curriculum (future classes) between now and graduation? Or, if you are nearing graduation, if you could go back in time and redesign your AOC, which courses would you add or replace?
   E) Would you recommend an internship with this organization to another BSS student?
      • Why or why not?
      • What advice would you give another student performing an internship with this organization?

Or

The Internship Project

1. If your internship involves the completion of a project, you can choose to submit the project with a brief report instead of a paper. Projects must be cleared with the instructor by end of first month of internship.

2. To gain approval of the project, specify your project topic, describe the “end product” and how you are going to gather the data/information, what software or apps you may use in the creation of the project and any individuals or organizations you might rely on as sources of information.

3. In addition to submitting a copy of your project, you must submit a report that address questions “C”, “D” and “E” in the “Guidelines for the Internship Paper” listed above. The report should be at least two pages (double-spaced). Should the project not be satisfactory, it will be returned to you for revision.
## Typical Action Sequence for Enrollment in SPST 4910

<table>
<thead>
<tr>
<th>When?</th>
<th>Action</th>
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<tbody>
<tr>
<td>Rolling basis; normally 1 week or more prior to semester start date; one month prior if out of state</td>
<td>Student submits completed Internship Application Form (with attached Job Description) to Academic Advisor and they discuss internship requirements</td>
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<tr>
<td>Rolling basis; normally 1 week or more prior to semester start date; one month prior if out of state</td>
<td>Academic Advisor submits completed Internship Application Form to College Internship Coordinator (hereafter referred to as Coordinator)</td>
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<td>One month prior to start of semester</td>
<td>Coordinator takes actions as required by State Authorization Reciprocity Agreements (SARA) requirements if internship site is out of state¹</td>
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<tr>
<td>Week prior to start of semester</td>
<td>SPST 4910 class Blackboard site available to students for review</td>
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<tr>
<td>Rolling basis; no later than Friday of first week of semester</td>
<td>Coordinator contacts Internship Site Supervisor; confirms validity and expectations of internship; provides advance copy of evaluation form; answers any questions</td>
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<tr>
<td>Rolling basis; normally by first day of semester; by exception until Friday of first week of semester</td>
<td>Coordinator submits permission slip to the Registrar’s Office to enroll student in SPST 4910; class enrollment finalized</td>
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<tr>
<td>First day of semester</td>
<td>Coordinator welcomes student to the SPST 4910 course via Blackboard/email message, provides students the final course syllabus, and answers any questions</td>
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<tr>
<td>First day of semester</td>
<td>Student begins internship (may start internship prior to start of the semester if requested on Internship Application Form)</td>
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<tr>
<td>As noted in syllabus</td>
<td>Student submits reflection papers as specified in syllabus; Coordinator/Instructor provides feedback and encourages student to maximize the opportunities provided by the internship</td>
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<tr>
<td>Within first month of internship</td>
<td>(Optional) Student requests permission to submit a project in lieu of a paper at end of internship</td>
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<tr>
<td>Friday before finals</td>
<td>Student submits final paper (or project and report)</td>
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<td>Friday before finals</td>
<td>Student submits current resume that includes mention of the internship</td>
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<tr>
<td>Friday before finals</td>
<td>Site Supervisor submits evaluation of student performance to Coordinator</td>
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<td>Thursday after finals</td>
<td>Final grade available for student to view</td>
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¹ **What is state authorization?**

According to the WICHE Cooperative for Educational Technologies (WCET), “States expect that your institution obtain the necessary approvals (if any) before advertising or serving students in their state.” Ohio University must comply with all regulations and receive authorization from a state before allowing students from that state to participate in any educational activities through the University.

These regulations not only address distance education, but also field experiences and face-to-face education. States expect that institutions obtain approval before enrolling students, advertising, marketing, or performing other regulated activities in their state. The requirements as to which activities need authorization, the application processes, and the costs to comply vary greatly from state to state.
Bachelor of Specialized Studies
Internship Application Form

A job description from your internship employer must be submitted with this form

Name (print): ____________________________ PID #: ____________________________

I am currently a BSS Major or a Pre-BSS Major (circle one)

Phone Number: _______________ E-mail address: ____________________________

Local Address: ____________________________ Street City State Zip

Permanent Address: ____________________________ Street City State Zip

City: ____________________________ State: _______ Zip: ____________________________

BSS Area of Concentration or Theme Title: ____________________________

Current Cumulative GPA ____________ (minimum 2.0 required)

Name & Address of Internship Employer: ____________________________ Phone: ____________________________

________________________________________ Street City State Zip

Internship Supervisor’s Name and Title: ____________________________

E-mail: ____________________________ Phone: ____________________________

Work Period for Internship Experience (start date – end date) ____________________________

Number of work hours per week: _______ Salary, if any _______ per _______

Semester to be enrolled for academic credit ____________________________

# of credits requested ____________ (1 credit may be earned for every 40 hours of work)

If you desire to split academic credit between summer and fall, see next page of this document

Return the completed approval form and job description to your academic advisor.

The job description must be on the stationery of the internship site or in an email from your proposed internship supervisor to orr@ohio.edu. The job description must outline your key internship responsibilities and site supervisor expectations.

Student Signature: ____________________________

Advisor Signature: ____________________________

Version 3/30/2108 (DRO)
1) **Academic Credit Policy:**
- SPST 4910 course can be taken for 1-15 credits (1 credit for every 40 work hours)
- SPST 4910 course is repeatable but total credit earned cannot exceed 15 hours
- Internship hours performed between academic terms will be counted toward the following academic term
- For summer internships, students can choose to split their SPST 4910 course credit between summer and fall semesters (will be enrolled in SPST 4910 for both summer and fall semesters); this must be approved in advance as part of the application process

2) **Options students can select to split SPST 4910 course credit between summer and fall semesters:**

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<th>Summer Credit Range</th>
<th>Fall Credit Range</th>
<th>Total Credit Desired</th>
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3) **I want to be enrolled in _____ credit hours of SPST 4910 internship credit for the summer semester and _____ for the fall semester for a total of _____ credits.** (splitting credit is optional and is only available for the summer semester + fall semester combination)