La Roche College
Internship Guidelines

PURPOSE: La Roche College offers internships to students as an opportunity to integrate formal education and learning in an academic area with field experience.

POLICY: An internship is completed in an area of a student's major. One to six credits can be earned for an internship experience with no more than a total of six credits earned over the student's tenure at the College. Internships are available to juniors or seniors who have earned a minimum of 60 credits and have a cumulative GPA of 2.75 or higher. Exceptions to this policy are at the discretion of the faculty supervisor. Certain departments may have other specific guidelines/requirements in addition to those printed here.

If an internship is being done for academic credit, students must complete the Internship Contract and Internship Application and submit both to the Office of the Registrar during the academic advising and registration period. Late registration may have financial aid and/or billing implications.

Internship paperwork may not be backdated or saved to be added in a future semester.

All expenses incurred during an internship are the responsibility of the student. There is no guarantee that a student will be paid or will earn a stipend for an internship. If a student opts to do an internship for credit, an internship is billed to the student's account as any other academic course taken at La Roche College.

The La Roche College Faculty Supervisor will generally be a full-time faculty member from the student's major department area. If a full-time faculty member from the academic area is unavailable to be a supervisor, the department chair may designate another qualified supervisor.

It is the responsibility of the student and the faculty supervisor, in conjunction with the internship site supervisor, to set the parameters of the internship to ensure that all requirements are met and that all parties agree to the terms of the internship contract.

For each credit, the student must document a minimum of 45 hours between the internship site and academic related assignments such as a journal, paper and/or research. The proportion of time spent in the field and on academic related assignments is determined by the faculty supervisor. An internship must last a minimum of six weeks.
All paperwork must be submitted to the faculty supervisor at the end of the internship in order for a grade and credit to be granted. This includes the timesheet, final hours documentation, and both the employer and student evaluations.

**FACULTY SUPERVISOR RESPONSIBILITIES:**

- Assist the student in completing paperwork for the internship (Internship Contract and Internship Application) and direct students to take completed application and contract to the Registrar’s Office. All internship paperwork may be found under the academic tab on the La Roche College web portal My La Roche or by going directly to the heading “Internship” on https://my.laroche.edu/ICS/Academics/.

- Perform a minimum of two (2) site contacts with the internship site supervisor by telephone, e-mail and/or personal visit.

- Establish a method for evaluation and regular meetings with the student to discuss the internship experience and its relation to the student’s academic major.

- Encourage the student to keep a journal of her/his internship experience.

- Submit a final grade.

- Submit Online Internship Documentation Form at the conclusion of the internship. Faculty supervisors are expected to document a minimum of two contacts made with each internship site supervisor.

The internship may be taken for one to six credits. The breakdown of credit and hours is as follows:

<table>
<thead>
<tr>
<th>NUMBER of CREDITS</th>
<th>TOTAL HOURS REQUIRED</th>
<th>APPROXIMATE HOURS PER WEEK***</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CREDIT</td>
<td>45 hours</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>2 CREDITS</td>
<td>90 hours</td>
<td>6 hours per week</td>
</tr>
<tr>
<td>3 CREDITS</td>
<td>135 hours</td>
<td>9 hours per week</td>
</tr>
<tr>
<td>4 CREDITS</td>
<td>180 hours</td>
<td>12 hours per week</td>
</tr>
<tr>
<td>5 CREDITS</td>
<td>225 hours</td>
<td>14 hours per week</td>
</tr>
<tr>
<td>6 CREDITS</td>
<td>270 hours</td>
<td>17 hours per week</td>
</tr>
</tbody>
</table>

***Approximate hours per week are based on a 16-week semester***
INTERNSHIP PROCEDURES:

1. The process of securing an internship site and applying for the internship is the sole responsibility of the student. The Office of Student Academic Support Services will assist students in researching and locating internships, as well as provide workshops and/or individual coaching in preparation for the internship experience.

2. An internship may be initiated by a student, faculty member, the Office of Student Academic Support Services or an employer. Students may begin the search for an internship by logging on to www.collegecentral.com/laroche.

3. If an internship is being done for academic credit, students must complete the Internship Contract and Internship Application and submit both to the Office of the Registrar, ZCC 224, during the academic advising and registration period. Late registration may have financial aid and/or billing implications.

4. Once registered, an Internship/Practicum Agreement will be sent by the Office of Student Academic Support Services to the internship site supervisor.

5. Students will not be able to register for an internship online.

For information or questions regarding internships:
Call: (412) 536-1788 or E-Mail: rebecca.rosswog@laroche.edu