Internships and Field Experiences at Cardinal Stritch University

Definition
Internships and field experiences are work-related opportunities that allow students to apply classroom learning, theories, and experiences to professional settings, or as defined by special accreditation agencies of the University, e.g., NCATE. An internship must be approved in writing by a representative of Cardinal Stritch University, and provide meaningful learning for the student.

Purpose
The Internship/Field Experience Program seeks to provide students with an experience that exposes them to a practical learning experience connected to coursework, while providing students with meaningful responsibilities.

Guidelines
The Internship must:
- be approved by a representative of Cardinal Stritch University in writing
- provide meaningful learning with established learning outcomes that are assessed
- provide at least 42 hours of work, or the equivalency, for one academic credit, per semester
- be administered in an educational environment
- academically benefit the intern
- ensure that the intern works under close staff supervision, which does not displace regular employees at the business/organization, and a Cardinal Stritch University liaison (e.g., faculty member)
- ensure that the intern is not necessarily entitled to a job after the internship
- may be paid or unpaid, but if the internship is paid, the work responsibilities must reflect both the level of pay and learning objectives
- It is the responsibility of the Dean for each College to ensure the internship process has been followed appropriately.

Note:
1. Internships and field experiences at the University are defined for specific positions and are different than practica and clinical requirements.
2. Implementation of this policy will be 1/1/2013.
3. Students need to complete an internship form, which outlines the roles and responsibilities for all parties.
4. The internship/field experience must begin in the same term in which the student registers. Students must register before beginning the course.