
EXT 288/488/588 INTERNSHIP COURSES

Stony Brook University Career Center Internship Program

The Academic Internship

An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Eligible students may earn academic credit; a faculty sponsor oversees the experience. The internship is usually the length or equivalent of an academic term, usually part-time, and either paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection based on pre-determined learning objectives.

Your Partners in the Academic Internship

SITE SUPERVISOR: Your direct supervisor will provide a position description that outlines your responsibilities and expectations for work performance, and will provide training, mentoring, and supervision of your work on site. Your supervisor will complete a midterm and final evaluation of your work performance.

FACULTY SPONSOR: An SBU faculty member who believes your internship is worthy of academic credit and is willing to work with you throughout the term. S/he will approve your learning goals and assign academic work necessary to help you reach your goals. S/he will read your weekly reflection journals and other academic work. You must obtain your own faculty sponsor.

CAREER CENTER: EXT is administered by the Career Center, which serves as the central repository for reporting and documentation, offers Internship Orientation and Debrief sessions, distributes evaluations and serves as a resource to faculty and site supervisors for best practices. The Career Center is also a resource for students; each EXT intern has a Career Center liaison who monitors the experience and is available for consultation regarding any aspect of the internship. The office also assesses the professional learning outcomes expected of all EXT interns, regardless of site or position description.

EXT 288/488/588 is Satisfactory/Unsatisfactory (S/U) graded. Students' final grade will be determined by the faculty sponsor, after consultation with the site supervisor. All assignments must be completed before a grade is issued.

**Students taking internship courses under departmental majors (non-EXT) need to follow policies established by each respective academic department to receive credit for Experiential Learning, EXP+. Many departments have a corresponding academic internship course (ex. PSY 488, BUS 488). Internship course requirements vary by department. The University limits the total number of internship credits a student may complete to 12 for selected departments.*

Eligibility Requirements

- A minimum overall GPA of 2.5 and completion of at least one semester at Stony Brook University. Only matriculated SBU students may enroll in EXT.
- For EXT 288: Completion of WRT 102 or equivalent.
- For EXT 488: Completion of 57 credits prior to start of internship with at least U3 standing.
- For EXT 588: Minimum overall GPA of 3.0 with at least G1 standing (graduate students only)

*** EXT 288 & 488 satisfy EXP+**

***International students** must contact Visa and Immigration Services before enrolling for credit.

***Transfer students** must meet with an academic advisor to confirm that a transfer student meets eligibility requirements and will discuss how the internship contributes towards degree progress.

***Summer Sessions** non-matriculated students taking classes at Stony Brook in the summer (or during each academic semester) are NOT eligible to register for EXT 288/488 courses.

***Combined degree students** must discuss with faculty in their Undergraduate and Graduate departments to determine if credit will apply towards an graduate or undergraduate degree.

When getting academic credit for an internship, what is the credit for?

An internship experience can offer the important benefit of career exploration, be an excellent resume builder and lead to a full-time job, but it is important to remember that **academic credit is awarded for the learning achieved**, not for the work experience alone.

The primary purpose of doing an academic internship is to better understand the theories, ideas, and practices of your discipline, industry, career interests or major by actively engaging in a hands-on, work-based, learning experience.

Registering for Credits - EXT Credit Approval

Meet with your faculty sponsor to discuss your learning objectives, confirm the # of credits to be earned and the sponsor's expectations for academic work required for a grade.

Typical time commitment: 4 hours/week = 1 credit (50 hrs/semester); 8 hours/week = 2 credits (100 hrs/semester); 12 hours/week = 3 credits (150 hrs/semester)

The faculty sponsor and the Career Center decide the credit value of an EXT internship. Spending more than 12 hours in an internship does NOT guarantee additional credits.

To receive permission to register for a credit bearing internship, follow these steps:

1. Speak with your supervisor to talk about enrolling for credit and time commitment
2. Secure a faculty sponsor and their contact information
3. Review internship description and create learning objectives
4. Next, you need to report your internship/experience on **Handshake**.
5. *To locate contact information [email, phone#] for ON-Campus Stony Brook University Contacts - Supervisors and Faculty Sponsors – please visit Directories*

Internship Requirements

BEGINNING OF THE SEMESTER:

1. Report your internship in Handshake – done through the EXT credit approval process.
2. Complete the EXT INTERNSHIP ORIENTATION session at the beginning of the term on Brightspace if assigned by your faculty sponsor.
3. Connect with your faculty sponsor to confirm expectations.

DURING THE SEMESTER:

1. **Complete reflection assignments in Brightspace as per faculty approved syllabus by designated deadlines.**
2. Complete online midterm and final evaluations by stated deadlines.

END OF THE SEMESTER:

1. Complete the online Student Learning Assessment Survey.
2. Update your resume to reflect your new experiences and upload the new version to Handshake.

Text: Sweitzer, H. F. and King, A. M. (2019). *The Successful Internship: Personal, Professional, and Civic Development in Experiential Learning* (5th ed.). Boston, MA: Cengage

Internship Course Time Requirements:

- For 0/1 credit requirements: Complete at least 50 hours of work
- For 2 credit requirements: Complete at least 100 hours of work
- For 3 credit requirements: Complete at least 150 hours of work

MEASURE	ASSIGNMENT & CRITERIA	% OF GRADE
Internship Attendance & Reflection	Internship Reports • Frequency (weekly/bi-weekly) • Quality of information & reflection	40%
Internship Progress	Employer Evaluation (mid-term/final)	35%
Learning & Reflection	Student Assessment & Final Reflection	25%
TOTAL		100%

***Cost - Academic internships carry academic credit and will require that you pay tuition according to the University's established tuition schedule. Internship courses are subject to all tuition refund deadlines as well as the deadline policies for add, drop, and withdrawal.**

***Credit Limit:** The University limits the total number of internship credits a student may complete to 12 for selected departments.