

MEMORANDUM

TO: Fort Wayne Senate
FROM: Steven A. Hanke, Chair of the Education Policy Subcommittee
DATE: 3/21/2022
SUBJ: Internship Credit Policy

WHEREAS, Purdue University Fort Wayne (PFW) encourages internships consistent with its Metropolitan Mission and the needs of students served; and

WHEREAS 18 PFW departments have designated internship courses; and

WHEREAS, SD 11-21 PFW's Credit Hour Policy does not specifically provide guidance on internship experiences, it does state that "One semester credit hour is assigned to courses for each of the following kinds of academic activity:

D. Three hours of independent study or fieldwork activities per week, and additional out-of-class time may be expected.

E. 1.67 hours to 5.0 hours per week of clinical experience, studio work or experiential study"; and

WHEREAS, the Higher Learning Commission requires institutions to have and follow policies on the assignment of credit hours to courses and programs; therefore

BE IT RESOVLED that each program/department wanting to offer internships will create a designated internship course, if they do not already have one; and

BE IT FURTHER RESOLVED that the Academic Regulations section of Undergraduate Catalog be expanded to include:

Internships

An internship has the following characteristics:

- Clearly defined learning objectives and goals that align with the student's academic pursuits in a major or minor course of study
- Supervision and regular performance feedback by a professional on-site with education and expertise in the field
- Completion of focused assignments to demonstrate how the internship contributed to learning
- Supervision and performance feedback by a faculty member regarding reflection/analysis on how coursework was applied during the internship

Internship credit is based on an aggregation of hours worked, faculty contact, and additional learning activities as defined by each academic unit. Minimum hours worked is 45 hours/credit hour earned in a semester. It is expected that students and their assigned faculty supervisor will meet approximately 2 hours per credit hour earned over the course of the semester.

No more than 6 credit hours can be applied to fulfill degree requirements, except if allowed to meet the expectations of specialized accrediting agencies or licensure requirements for specific majors. Internships can be paid or unpaid, but should be a credit bearing course.

Approved

Hosni Abu-mulaweh
Stacy Betz
Patricia Eber
Steven Hanke

Opposed

Abstention

Absent

Kate White (sabbatical)
Ann Marshall

Non-Voting

Kari Smith
Terri Swim