



# Internship Expectations, Procedures and Roles

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**LAST REVIEW / APPROVAL DATE:** March 27, 2020

**POLICY STEWARD:** Director of Career & Internship Services

**POLICY OWNER:** Vice President of Student Services

**RESPONSIBLE COLLEGE OFFICE:** Career & Internship Services

**APPLICABILITY:** This policy applies to all programs, centers, faculty, and employees who support degree seeking students.

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## STATEMENT OF PROCEDURES AND ROLES:

### Overview

This document describes the expectations for internships at Ensign College as well as the current processes and roles that facilitate the implementation of the Ensign College Internship Requirement Policy. A link to the Internship Policy can be found [here](#).

### Roles:

#### Student

- The student is responsible for finding and securing an internship that meets the standards outlined in this document.

#### Student Success Center

- Verifies that the student is on track to meet the minimum prerequisites necessary to qualify for the internship course outlined in the student's current program of study.

#### International Student Office

- Answers all questions related to CPT authorization for international students to work at paid internships in the United States and questions related to internships in their home country.

#### Program Chairs or Designee

- Serves as subject matter experts to review and approve internship applications. Program chair or designee make sure that the internship is relevant to the certificate or degree studied and meets the college standards for an internship outlined in the internship policy
- For international students working in the U.S. the Program Chair or Designee signs the CPT form after approving the internship experience

#### Career & Internship Services

- Helps students prepare their resume, online profiles, cover letters and learn job-search strategies
- Records all internship experiences in the Customer Relationship Manager (CRM) database
- Manages and stores all internship master agreements
- Nurtures relationships with employers to expand and post internship opportunities to students, in collaboration with program chairs and respecting the relationships they have already established
- Collaborates with Academics to ensure that the internships that are approved meet the requirements outlined in this document

#### Registration Office

- Unlocks the course and allows the student to register in MyEnsign.



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## Director of Career & Internship Services

- Creates and communicates processes and procedures in consultation with Dean of Faculty for the implementation of internships at Ensign College

## Internship Committee

- The Internship Committee is chaired by the Director of Career & Internship Services and two other members appointed by the Vice President of Student Services and the Vice President of Academics. Any exceptions to the standards and requirements outlined in this document will also be approved by this Committee.

## Requirements to Enroll in Internship Course

Students may enroll in their internship course when they have met ALL of the following requirements:

1. For AS degrees, student has successfully **completed a certificate** related to their internship.
2. For AAS degrees, student has completed no less than 50% of their core AAS degree courses and has program chair approval. (see program chair for details).
3. Has a minimum 2.4 cumulative GPA in their certificate or core AAS classes through LDSBC/Ensign College.
4. Has been enrolled for at least two semesters at LDSBC/Ensign College.

NOTE: Please check the catalog if you have **certificate-only** internship requirements that are not part of an AAS or AS degree and to see if your program has additional or different requirements.

## Internship Standards

It is required that all Ensign College internship experiences include the following standards:

1. **Directly related** to a student's certificate or degree program.
2. Allows the student **supervised practical application** of previously studied theory.
3. Is focused on real-world projects and problems serving employers or clients who are **external to the College**.
4. Ideally includes **expanding a student's professional network** and relationships beyond their current on-campus relationships.
5. **Requires enrollment** in an academic internship course.

NOTE: An internship is not a component of a course. An internship is an applied work experience that has some related academic assignments.

## College-Wide Capabilities (CWC)

It is anticipated that an internship at Ensign College will include further development of the College-Wide Capabilities that are related to what employers are looking for in good candidates, namely:

1. Teamwork and Leadership
2. Communication
3. Technical Skills
4. Problem Solving
5. Professionalism

## On-campus Internships

Approval for on-campus internship experiences will be a rare exception and determined by the Internship Committee.

## International Internships

For International internship opportunities please contact Career & Internship Services to make sure you have health insurance, business insurance and legal documentation in place for the specific country you will be working as an intern. Also, discuss your plans with the International Student Office prior to your internship.



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Students are encouraged to utilize the resources and preparation available at Career and Internship Services to assist them with this responsibility.

In the event a student has two certificates in their AS degree, they only need to complete an internship related to one certificate to satisfy the internship requirement.

All students will be required to enroll in the internship course outlined in their program of study and complete the required assignments, including recording the hours worked each week. Once a student is enrolled in the course with the appropriate credits, they will not be permitted to change the number of credits after the add/drop deadline. See the Academic Calendar for dates and deadlines. There are no exceptions to changing credits after the add/drop deadline, and all registration policies apply to internships.

## **AAS Degree Internships**

AAS degree students may take a different internship class unique to their program.

## **AS Degree Internships**

All AS degree students are required to take CAR 299 – unless their certificate specifies a different internship or practicum course.

## **Minimum number of hours and weeks**

Most student will enroll in CAR 299 for one credit. The majority of employers will expect interns to work 20-40 hours per week for at least one semester. Although most internship providers will require more than 70 hours of work, no internship will be authorized that does not meet the minimum of 70 hours of work for the semester.

It is essential that students work the number of hours and weeks that they agree to with the internship provider – even if it exceeds the minimum number of hours required for a one-credit internship.

Internships must require at least ten hours of work **per week**.

Although the internship must involve at least ten hours per week for at least seven weeks, there is no requirement to enroll in more than one credit. For example, a student may find an internship for 40 hours per week for 14 weeks. This will satisfy the minimum requirement of 70 hours and the student can still sign up for 1 credit.

If a student desires to earn and pay for additional credits, they may enroll in one to three credits as follows:

- 1 credit = working no less than 70 hours during the semester
- 2 credits = working no less than 140 hours during the semester
- 3 credits = working no less than 210 hours during the semester

Enrolling in two or three credit internships requires coordination with the Internship Office and the Registration Office as this is not the normal expectation. Again, **there is no requirement to pay for two or three credits just because your internship will require you to work more than 70 hours.**

## **International Student Work Limitations**

International students working in the United States are only permitted to work a **maximum of 20 hours per week, unless they are on an official vacation semester which has been approved by the International Office.** International students must get **approval from the International Student Office Manager** before committing to any internship. See [Curriculum Practical Training](#) (CPT) policies and visit the International Student Office for eligibility require

## **Using Existing Job for an Internship**

If students already have a job that they believe relates to their certificate program, they can use this to fulfil the internship requirement provided their Program Chair approves the internship as being related to their earned certificate or degree. If this is an on-campus job the internship must be approved by the Internship Committee as well.

For more information on internships, visit the Internship page of Career and Internship Services at <https://www.ensign.edu/internships>

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CAR 299 - INTERNSHIP APPLICATION PROCESS

