



INTERNSHIP POLICIES

The following POLICIES are designed to help the student and the cooperating employer to develop a meaningful internship experience.

Definitions:

Veritas Advisor – The student’s assigned academic advisor, in the case that one is needed.

Cooperating Employer – The university, industry, government, agency, business or organization that has agreed to participate in the internship program, and whose participation has been decided upon by VERITAS.


Supervisor – The university, industry, government, agency, business or organization representative who will oversee the student’s internship experience. This person should be knowledgeable in the area of work in which the student is gaining experience, and may or may not also be the student’s advisor or coordinator.

Internship credit: Academic credits earned through the completion of an internship (see Section C., below)

I. General information

A. Eligibility

VERITAS and the employer will determine student eligibility for internship credit. Criteria may include grade point average, major field, experience, language skills, among others. To qualify for an Internship: Students must have taken at least five courses in the area of studies related to the internship program they solicit, 3 of which must be upper division (Junior/Senior). Students must also be in good academic standing (2.6 GPA or better).



Students must enroll at VERITAS for internship credit. Depending on the internship that he/she is applying for (Social Work and Human Rights, Primary School) the student must possess an ADVANCED Spanish level. If the student requires additional language training, he/she may take necessary coursework until he/she reaches the level of proficiency needed for the internship.

While not mandatory, students participating in social work assignments should try to take at least on intensive Spanish course (4 weeks) at VERITAS before their internship to refresh language skills and become acquainted with the country before the internship begins.

Not all assignments have a Spanish proficiency requirement.

The following areas don't required any Spanish level: Entomology: Bees & Butterflies, Organic Agriculture, Digital Marketing, Digital Design, Marketing & Communications, Programming, Web Design, Business: Travel Agency, Marine Biology.

1. Students may remain with a given internship assignment for a maximum of 6 months. (Student teaching internships with a teacher certification program are not considered internships, and are exempt from this limitation). Credits should be assigned by the students sending home institution based on the number of hours of work, the complexity of the assignment and the student's accomplishments –not merely the length of time spent there.

2. Students must work a minimum of 20 to 30 hours per week on the internship assignment in order to receive internship credits. VERITAS typically equates to approximately 240 internship hours to 3 suggested credits. Satisfactory completion of the internship is determined by the following: Check-in Meetings, Debriefing Journal, Assignment Project or Work Experience Portfolio, Supervisor's Performance Evaluation, and Final Presentation.

3. Credits earned via internships may be used for professional (related to the area of study), elective, or open elective credit.

5. Credit limits are determined by the students sending home university. Students may also apply research or work assignments from their internship experience toward the research hours required for an Independent Studies course (students enrolled in an Independent Studies course must also complete 20-30 course contact hours with their assigned faculty member).

6. Credit shall be awarded for the semester that the internship is completed.

7. Internships are full-time, so students must be aware that they will not be able to take any Spanish courses, and should take very few Electives while completing the internship (unless the Electives are offered in the evenings).

8. Approximate length and hours of internships:

- 16 weeks = 6 hrs/day, M-F = total 480 hrs. = 5 credits
- 12 weeks = 6 hrs/day, M-F = total 360 hrs. = 4 credits
- 8 weeks = 6 hrs/day, M-F = total 240 hrs. = 3 credits

C. Grading

Each student's faculty advisor will determine his/her internship approval (pass/no pass) by evaluating the following: Check-in Meetings, Reflection Journal, Employer Project or Internship Experience Portfolio, Supervisor's Performance Evaluation, and Final Presentation of Internship experience. The transcript will reflect a P (pass) or NP (no pass) evaluation, only stating the satisfactory or unsatisfactory completion of the internship program.

II. Student responsibilities

1. Initiate participation. Students shall submit a resume and letter of intent, (all in Spanish in case of social work and teaching), to VERITAS a minimum of two months before the desired semester of participation.

2. Research employment opportunities. Students shall obtain information concerning the requirements for potential opportunities in their specific areas of interest from the sending university, enrollment agency, or directly from VERITAS.
3. Prepare MOU. Students shall prepare a resume or the personal data MOU sheet.
4. Determine specific objectives. In consultation with their faculty supervisor at VERITAS, students shall assume primary responsibility for determining the particular goals of the internship, as well as the identification of activities that relate to these objectives.
5. Enrollment procedures. Students shall submit an application for internship participation, sign the corresponding MOU, register at VERITAS and pay any tuition and fees associated with the internship assignment during the first week of the program.

D. Assignments

1. Students shall submit biweekly progress reports or journal entries to VERITAS academic advisor or internship coordinator.
2. Students shall submit a final Internship Experience Portfolio, which is evaluative and shall be used to make recommendations for future internships.
3. The Portfolio should be more than merely the compilation of the students' journal entries or weekly reports. It should provide a thoughtful critique of the experience and a self-evaluation of his/her performance.
4. Additional assignments and specific on-site projects may be added as part of the supervisor's evaluation process.
5. Students shall develop a 15-minute presentation of their Portfolio or a general overview of their internship experience to present to their faculty advisor (and possibly other faculty members).

III. Internship coordinator responsibilities

- a.) Identify objectives and activities. Assist the student in identifying internship objectives and corresponding actions that are consistent with the intent of the program, as well as the student's interests and capabilities.
- b.) Supervise internship. Provide indirect supervision by reviewing the student's progress reports. Serve as contact person should the cooperating employer need to discuss aspects of the student's program. Conduct on-site visits whenever practical. May serve as project supervisor if the student elects to take an Independent Studies course in addition to his/her internship.


IV. Cooperating employer responsibilities

- a.) Approve objectives and activities. Signing the Memorandum of Understanding (MOU) signifies that the stated goals can be achieved and reported actions are feasible at the proposed work site.
- b.) Provide professional educational experience. Provide the student with the opportunity to participate in a professional, educational experience.
- c.) Evaluation. May assist the student's faculty advisor in the final evaluation of the student's performance and will provide his/her assessment. Shall take under advisement any suggestions made by the student in the final evaluative report as to how future internships at the site could be improved.

V. Other requirements

Students participating in the VERITAS Internship Program are required to do the following:

- Complete an orientation program before starting their international internship. This orientation will focus on developing cross-cultural intelligence, understanding, and skills. Students will be required to study the



culture of the countries in which they will be working before completing this orientation.

- Meet with their faculty advisor a minimum of once biweekly (via email or in-person) to discuss the student's performance in the internship, adjustment to the culture of the country in which he/she is working, and any assignments for the upcoming weeks.
- Complete either an "Employer Project" or an "Internship Experience Portfolio." The Employer Project (EP) option requires the student to design, implement and evaluate a project that analyzes an issue of interest to the employer and make recommendations for addressing the issue. The Internship Experience Portfolio (IEP) option requires the student to conduct additional research, documentation (pictures, samples) and analysis of their specific internship activities to maximize the learning provided by these experiences.
- Meet with their advisor and possibly other faculty or students for a final presentation of their projects and portfolios.

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