

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
INTERNSHIP/PRACTICUM STANDARDS	R-47	1 of 1	October 11, 1991

The following rules apply to traditional academic internships, where a student earns academic credit for work experiences approved as appropriate for academic credit. Extended practicums such as student teaching and clinicals are addressed below in paragraph 8.

1. Undergraduate Internship guidelines:
 - a. Internships typically earn 3 semester credit hours. Internships earning fewer or more semester credit hours may be approved on a case by case basis by the area dean or as specified in the academic catalog.
 - b. Interns must work at least 38 hours on site per semester credit hour for each credit hour earned.
 - c. GPA:
 - i. 2.75 overall and permission of the department chair
 - ii. less than a 2.75 overall the student must obtain permission of the department chair and the dean
 - iii. Students must be of at least sophomore status (having achieved 31 semester hours)
 - d. The total number of credit hours earned in a traditional internship which may apply toward graduation is six; three (3) credit hours may be applied toward a major or minor requirement and 3 credit hours as a general elective unless

Credit Hours	Minimum Work Hours	Supervisory Credit Hours	Supervisory Compensation
0	38	1	\$100.00
0	76	2	\$200.00
0	114	3	\$300.00
0	152	4	\$400.00

3. The instructor will require and evaluate an appropriate document or assignment detailing the outcomes learned from the internship such as a research paper, reflection paper, journal, or presentation, or so on, as determined by the instructor.
4. All new sites should be visited by a CSU administrator or faculty arm2W nBTI(e)4 (r)3 ()-10 (e)-61 d be

- g. A formal agreement is required between a qualified on-site supervisor and the department. A general form will be housed by the VPAA's office and will be available for all faculty.
- h. Grades for internships are pass/fail, unless otherwise specified in the course description.

Note: "Interns" refers to students working in internships. "Faculty Supervisors" refer to those faculty members supervising a given internship. "Hosts" and "Sponsors" refer to the employers overseeing the onsite internship.

- 8. Extended Practicums (Including Clinicals and Student Teaching): Certain majors (such as the Bachelor of Science in Nursing and those offered in the School of Education) may have extensive practicum/internship requirements; often these are in part due to state licensure and accrediting agency requirements. These specific practicum requirements are separate from the traditional semester internships considered above and are addressed under each major in the Charleston Southern University Academic Catalog; similarly, rules for faculty supervision and compensation are addressed in faculty contracts and the Faculty Handbook.
- 9. From a faculty load standpoint, Directed Studies and Independent Studies are weighed the same as internship supervisions. The maximum load rules specified in paragraph 7 above apply.

By action of the Curriculum Committee on October 11, 1991 (effective January 1, 1992).
Revised by the Curriculum Committee on November 10, 2014. Revised by Deans Council, June 15, 2016, and approved by the Curriculum Committee September 14, 2016; administrative elements revised by Dean's Council February 15, 2017. Revised by Graduate Council, Curriculum Committee March 2018 and Dean's Council in March 2018 and October 4, 2018. Revised by the University Registrar March 2021.