

Brandeis University

Academic Internship Guidelines

These guidelines are for:

1. Four-credit fall/spring/summer **Internship Seminar 89a/b Courses** (students enrolled in an 89a/b course meet regularly with a Faculty Instructor and other students) These courses are now designated 89a/b to distinguish them from Independent Academic Internships, which retain the 92a/b number.
2. Four-credit fall/spring/summer **Independent 92a/b Academic Internships** (students who are working one-on-one with a professor during an academic year semester or during the summer).
3. Four-credit fall/spring **Independent 93a/b Research Internships** (students who are working one-on-one with a professor on a research project during an academic year semester or during the summer).
4. One-credit Rabb Summer School **Independent INT92g Summer Internships**.

Academic Internships are supervised experiences in which students combine critical thinking and intentional reflection with their academic study. Internships allow students to apply the liberal arts skills of research, writing and analysis to a career-related field of interest, thereby enhancing the development of these skills. By embarking on internships, students not only sharpen their skills, but also begin to assess strengths, construct a network of employer contacts, and connect classroom theories to practice in real world settings.

Academic internships are internship experiences that are attached to a credit-bearing internship course. They are usually completed during a student's junior and/or senior year and are subject to normal enrollment procedures and deadlines. Four-credit fall or spring academic internships must be a minimum of 10 weeks in length and 100 hours while those in the summer must be minimum of 6 weeks in length and 100 hours. Internships attached to an internship course may be paid or non-paid and are available through a wide range of corporate, government and non-profit organizations. While many students find internships on their own, the Hiatt Career Center and Academic Departments offer many resources.

NOTE: Some summer internships, at the discretion of the department, are attached to a fall independent internship (92a/b or 93a) or a fall internship seminar course (89a/b). This option does not apply for International Students. Although this document outlines procedures and expectations for credit bearing internships, the goals and expectations apply to non-credit internships as well. For additional information on **non-credit internships**, contact the Hiatt Career Center.

Academic (For-Credit) Internship Options:

To understand the internship options available to you, please see the following grid. Superscripts after "Yes" refer to notes directly below which provide guidance on how to find further information:

Academic (For-Credit) Internship Options Continued:

	Fall	Spring	Summer	Summer with fall Enrollment
Internship Seminar 89a/b Courses (four-credit)	Yes ¹	Yes ¹	Yes ³	Yes ^{1*}
Independent 92a/b Internships and Analysis (four-credit)	Yes ²	Yes ²	Yes ³	Yes ^{2*}
Independent 93a/b Research Internship (four-credit)	Yes ²	Yes ²	Yes ³	Yes ^{2*}
Rabb Summer School Independent 92g Summer Internship (one-credit)	No	No	Yes ⁴	No

¹ To find courses (89a/b) connected to internships, see course listings on the Registrar's website, consult listings by Departments and Programs or go to www.brandeis.edu/hiatt/students/experiential/internships/transcript/89.html. Generally, an instructor's signature is required to enroll.

² To enroll in an "independent internship" (92a/b OR 93a/b) a student must obtain the advance approval of a Faculty Instructor and complete an internship Add Form <http://www.brandeis.edu/registrar/forms.html>.

³ The Rabb Summer School offers both independent and seminar course internships. See Rabb Summer School listings for details: <http://www.brandeis.edu/summer/internships/index.php>

⁴ To enroll in the Rabb Summer School 92g 1-Credit Summer Internship, complete the Summer Credit Internship Learning Agreement at <http://www.brandeis.edu/hiatt/students/experiential/internships/transcript/INT92g.html>

*International Students must be enrolled in an internship course *while participating* in an internship due to F-1 visa regulations. Please contact the ISSO for additional information.

Suggested Timeline for Internship Arrangements:

Desired Placement	Begin Arrangements	Early Enrollment/Pre-Registration**
Fall	March	Mid March/Sept
Spring	October	Mid Oct/Jan
Summer	February	Mid June

Should a delay occur in securing an employer commitment for an internship placement, these deadline dates may be extended if the student notifies the faculty sponsor.

****International students** need to comply with visa regulations and any additional steps, which may take considerable time, so please contact the ISSO for details, and consult www.brandeis.edu/isso/ and click on the "student" link. In brief, here are three (3) immigration items to consider as you are reviewing Brandeis guidelines for internships: you will need to have work authorization from the immigration service before you begin the internship; F-1 student regulations require that the internship be in

a student's major field of study, so you may also need to declare your major prior to gaining authorization for your internship; and finally both paid and non-paid internships require immigration work authorization (curricular or optional practical training). **

****Internships during Study Abroad** have specific requirements and deadlines. Those interested in this option *must* contact a member of the study abroad staff for details on obtaining credit: <http://www.brandeis.edu/uaa/abroad/>**

Total Internship Credit Limit:

Students may not use the same internship experience for multiple internship courses. For example, a student may not earn summer school credit for an internship in the summer and then enroll in a fall internship course using those same internship hours/experiences.

Students may not receive more than **8** internship credits during their academic careers at Brandeis, without petitioning the Registrar's Office. Students whose petitions are granted will be required to sign a form confirming their understanding that all internship credits and courses beyond eight credits may be completed "for purpose" and inclusion on the transcript, but will **not** count toward the 32 courses required for graduation.

Enrollment Procedures:

1. Enrollment in a fall/spring "**Internship Seminar 89a/b Course**" (e.g., BUS 89a, ENVS 89a, JOUR 89a, LGLS 89a, SJSP 89a/b) is accomplished through the regular registration process, though for many courses a Faculty Instructor "signature code" is required. For some courses, it is possible to complete the internship in the summer prior to enrollment in the fall course. Contact the Faculty Instructor for more information.
2. Enrollment in a fall/spring "**Independent 92a/b Internship and Analysis**" or "**Independent 93a/b Research Internship**" is accomplished through a 92 or 93 Add Form. This form needs to be filled out with the Faculty Instructor. A student should submit copies of the Add Form to the Faculty Instructor, the Registrar's Office (Kutz 124), and retain one for personal records. It is possible to combine an independent summer internship with a fall enrollment in 92 or 93a/b; a student should obtain approval from the Faculty Instructor sponsoring the internship PRIOR to the summer internship and register for a 92 or 93a/b for the fall semester following the internship. For Independent 92 and 93a/b Academic/Research Internships, the signatures of the student and Faculty Instructor on an internship course Add form indicate that both have read and understood the guidelines in this document, established by the Undergraduate Curriculum Committee (UCC) in 1995, and revised in 2009.
3. Enrolling in a Rabb Summer School internship is done through the Rabb Summer School. Summer internship seminars (89a/b), summer independent internships (92a/b) and **INT92g** (one-credit) summer internships are offered. To enroll in the Rabb Summer School INT 92g Summer Internship, fill out the INT 92g Application Form on the Academic Internship website.

Evaluation and Grading:

1. The UCC believes academic work related to an internship should contribute a significant portion of the final grade, but work performed at the internship may also be included in the grading process. Grading for the internship course is the

(Evaluation and Grading continued)

responsibility of the Faculty Instructor.

2. The UCC recommends that Faculty Instructors and site supervisors communicate at the beginning, middle and end of internships.
3. Site supervisors and Interns should complete end of internship evaluations: www.brandeis.edu/hiatt/students/experiential/internships/evaluation.html.

Expected Components of Four-Credit 89, 92 or 93a/b Internships:

An internship student:

1. should work the equivalent of at least 10 and no more than 15 hours per week for a minimum of 10 weeks during a 13 week academic semester or at least 6 weeks and at least 100 hours for a summer internship for an internship earning 4 credits (e.g., 10 hours per week for 10 weeks or 17 hours per week for 6 weeks).
2. should develop a set of learning objectives with the Faculty Instructor within the first two weeks of the internship.
3. should complete readings and written assignments considered appropriate by the Faculty Instructor (examples of assignments include compiling an annotated bibliography of readings relevant to the work site, several short papers [or one long paper], a journal or log of experiences).
4. enrolled in an "independent 92 or 93a/b" should meet with the Faculty Instructor at least once every two weeks to discuss internship components such as research methodologies, bibliographies, work site experiences, requirements and the student's academic goals. NOTE: Summer interns enrolled in a fall 92 or 93a/b will have these meetings during the fall semester. Interns enrolled in a fall 89a/b course will meet regularly according to a schedule announced by the Faculty Instructor.

Expected Components of Rabb Summer School/INT 92g summer 1-Credit Internship:

An internship student must:

1. obtain a letter of offer from the Internship Site.
2. develop a Learning Agreement in consultation with site supervisor and submit it for approval by the Academic Internship Administrator.
3. must obtain an enrollment code from the Academic Internship Administrator to register in SAGE after the Learning Agreement is approved.
4. must complete 100 hours at internship site over the course of no less than 5 weeks (for 1-credit internship only).
5. must complete all required reflective assignment and evaluations.

Role of Hiatt Career Center:

1. The Hiatt Career Center has established multiple resources that offer potential internship sites: <http://www.brandeis.edu/hiatt>.
2. The Hiatt Career Center provides workshops for students that cover topics such as for-credit and not-for-credit internships, networking, resume writing, interviewing, and will also assist students in the identification of appropriate internship sites related to their area of study and/or interest.