



Academic Credit for Internships

Career Development Center • 503-352-2877 • fax: 503-352-3164 • careerdc@pacificu.edu
College of Arts & Sciences • 503-352-2201
2043 College Way • Forest Grove, OR 97116

introduction

Purpose

Students use the enclosed Learning Contract to register an internship experience for academic credit. If you have not located an internship and need assistance finding one, contact the Career Development Center or your faculty advisor *at least one full semester before* the semester you wish to serve in an internship.

Instructions for Students

- Verify that you meet the college requirements for Internship-275 or Internship-475 participation that are listed on the next page. If you do not meet these requirements, discuss your situation with a career advisor in the Career Development Center or your faculty advisor.
- A full faculty member must serve as an internship instructor and evaluate your internship contract course at the end of the semester. The instructor must teach in the department from which you wish to receive credit. For example, a faculty member who teaches only in the psychology department can only grant internship credit in the psychology department. Discuss your internship plans with a faculty member and ask her or him to serve as your internship instructor or to recommend an internship instructor.
- Completing your Learning Contract is a collaborative process among you, the supervisor at your internship site, your faculty internship instructor, and the Internship Coordinator. You might need to go between meetings with your instructor and your supervisor more than once to finalize the terms of your Learning Contract. In general, here are steps you should follow:
 - Complete the electronic version of this document, either provided by your faculty instructor or the Career Development Center (CDC), which is available on the CDC's website at <http://www.pacificu.edu/career/>. Fill-in the form electronically, using Microsoft Word. Students with disabilities or who experience difficulties using the electronic form may contact the Internship Coordinator in the CDC for assistance.
 - Work with the supervisor at your internship site to clarify and compose the description of your internship duties.
 - Draft your learning objectives, based on the work you will be doing and how it relates to your academic and career objectives. Propose what evidence of your learning you will provide to your internship instructor as the basis for evaluating your internship course. Confer with the Internship Coordinator in the CDC regarding these items.
 - Meet with your internship instructor to negotiate the final contract. During your discussion, your instructor may help you refine your learning objectives, alter the learning evidence you must provide, or alter your internship duties.
 - Revise the contract based on your meetings, print a paper copy, and obtain, *in the following order*, approval and signatures from:
 - the supervisor at your internship site;
 - your faculty internship instructor;
 - your academic advisor, if your internship instructor is not your academic advisor;
 - the chair of the department that is granting you credit;
 - the Internship Coordinator in the CDC; and,
 - the Associate Dean of Arts and Sciences.
- Present the completed paper copy to the Registrar's Office to complete your registration. Verify registration on BoxerOnline.
- E-mail the electronic copy of this document to your instructor, your supervisor, and careerdc@pacificu.edu, for their records.



Academic Credit for Internships

Career Development Center • 503-352-2877 • fax: 503-352-3164 • careerdc@pacificu.edu
College of Arts & Sciences • 503-352-2201
2043 College Way • Forest Grove, OR 97116

course requirements

Requirements for All Internship Courses

- Students must have a minimum cumulative GPA of 2.70.
- Students may register for no more than 14 internship credits in a single semester.
- Generally, one course credit may be awarded for every 40 hours of work performed in an internship experience.

Instructors exercise their professional judgment in determining if the work performed in the internship experience is commensurate with the level and number of credits awarded in the department for collegiate-level, academic work and decide the appropriate number of credits accordingly.*

- The College acknowledges that, by their nature, internship site opportunities do not always begin and end in exact sync with the beginning and ending dates of the College's academic terms; however, **significant academic work for the credits must occur during the term in which the credits are awarded.** Internship credits are not awarded in advance, i.e., in a term that ends before the internship site opportunity starts.

Likewise, internship credits may not be awarded retroactively, i.e., in any term that follows a term that starts closer to the internship's ending date. Appeals may be considered as provided in the College's Catalog.

***Sample Credits to Weekly Hours Ratio**

Credits Awarded	Approx. Hours Worked / Week (During a 14-Week Semester)
2	4.5 – 6.5
3	7.5 – 9.5
4	10 – 12.5
5	13 – 15
6	16 – 18
7	19 – 21
8	21.5 – 24

Internship-275 Course Requirements

- Students who have completed at least one semester of full-time coursework at Pacific University may participate in Internship-275. Transfer students may participate during their first semester if their cumulative GPA at their previous institution(s) was at least 2.70.
- Students may register for no more than four credits in a single semester and may apply no more than six credits towards the total credits required for graduation.
- Individual departments may impose additional requirements.

Internship-475 Course Requirements

- Students must have junior or senior standing.
- Students may register for no more than 14 credits in a single semester and may apply no more than 17 credits towards the total credits required for graduation.
- No more than 10 credits shall be counted towards the College's "Upper Division" degree requirement, which requires at least 40 upper-division credits for graduation.
- Internship-475 credits cannot be used towards fulfilling the College's minimum requirement of 16 upper-division credits in a major.
- Individual departments may impose additional requirements.

Degree Requirement Reminder

In registering for internship credits, students should recall the College's "48-Hour Rule" degree requirement, which states that a maximum of 48 hours in a discipline may be applied toward the 120 credits required for graduation.

Registration Deadline

In general, Learning Contracts must be received in the Registrar's Office by the Last Day to Add Courses. Exceptions may be granted due to the nature of the internship opportunity. Contact the Internship Coordinator in the Career Development Center for more information.



Academic Credit for Internships

Career Development Center • 503-352-2877 • fax: 503-352-3164 • careerdc@pacificu.edu
College of Arts & Sciences • 503-352-2201
2043 College Way • Forest Grove, OR 97116

additional instructions

Additional Instructions for Filling Out Your Learning Contract

You may find it easier to write your job description and learning objectives in a separate document and then cut and paste them into the form.

Auto-fill Portions

- Using items you fill-in on the main parts of the Learning Contract, many other parts of the document fill-in for you automatically, such as names on the document headers, printed names for signatures, and information on the evaluation forms. However, as you edit the form, those items may not update until triggered by a 'Print' or 'Print Preview' command.
- The evaluations indicate "DO NOT COMPLETE," unless the details in Part 5a specify "use enclosed form."
- For correct display, enter dates in 'mm/dd/yyyy' format.

Printing Portions of Your Learning Contract or Evaluations

The document is divided into sections; so, these must be specified in the 'Print' dialog box. For example, to print just the Learning Contract, type "s4-s5" into the 'Pages:' line in the 'Print' dialog box. To print all the midterm evaluations, type "s6-s7." To print this page through the second page of your learning contract, type "p1s3-p1s5."

Course Registration, Part 2

You are registering for a course; ensure this portion is complete! Here are some common items that students have questions about:

1. **Year & Semester:** Be sure your course is registered for the correct semester. See the course requirements on the previous page for policies about the semester in which you may register your internship. "F" means fall, "S" means spring, and "U" means summer.
2. **Department / Course #:** Specify the appropriate department abbreviation from which you are receiving credit, e.g., BA, ENGW, EXMB, MATH, etc. Choose either the 275 or 475 internship course, depending upon which requirements you meet.
3. **Course Title:** You may propose a title that reflects the nature of your internship and will appear on your transcript, e.g., Accounting, Juvenile Corrections, Photojournalism, or, simply, Internship.
4. **Internship Credits:** Propose how many credits you will receive for successfully completing your internship. See the course requirements on the previous page for policies about how many credits you may receive.
5. **Grading Option:** Specify how you will be graded. Some instructors only grade internships pass or no pass.
6. **Major/Minor Substitution:** If you are using your internship as a substitute to fulfill another course requirement for your major or minor, you should specify the course for which it will be substituting.

Final Contacts for Learning Contract Approval

In addition to your academic advisor, the Internship Coordinator in the Career Development Center is available to answer your questions and assist you in the process of registering your internship for academic credit. All other information and signatures on your Learning Contract must be complete before the Internship Coordinator and Associate Dean of Arts & Sciences sign your Learning Contract. Contact the Internship Coordinator if you are having trouble completing the items.

Pete Erschen, Internship Coordinator, Career Development Center, Chapman Hall
503-352-3126 • peterj@pacificu.edu

Steve Smith, Associate Dean, College of Arts & Sciences, Bates House
503-352-2201 • smithsr@pacificu.edu

Guidance for Writing Your Learning Objectives

A good learning objective is succinct, specific, and realistically attainable during your internship, and may be verified or measured when your internship is finished.

Here are some examples of these principles:

- A good learning objective is verifiable. In other words, after you have learned “it,” an outcome, measurement, or even behavior of yours can be observed and taken as evidence that you did attain your learning objective. Examples:
 - “I will improve my sensitivity towards world religions,” is subjective and vague. “I will learn some cultural norms of the business’s Sunni clients as influenced by specific tenants of Islam,” can be more readily verified through a paper you write or a journal documenting your interactions with the Sunni clients.
 - “I will learn all facets of creating comprehensive marketing campaigns,” is overly broad. Alternatively, “I will learn industry best-practices for creating mail surveys,” could be evidenced by a test from a course on the topic, or presentation of a survey you designed and comparison to an authoritative book on the subject, such as the one by Don Dillman.
- Construct learning objectives succinctly, using language precise for your field.
 - Instead of, “I will apply lab techniques to research [blank],” specify the lab techniques you will use, e.g. titration, spectroscopy, micro-arrays, etc.
 - Instead of, “I will put teaching methods into practice in [blank],” specify instructional methods or modalities, e.g. Bloom’s Taxonomy Levels 1 and 2.
- Propose learning objectives that are realistic, not grandiose or unobtainable.
 - Instead of, “I will learn PHP, Adobe Photoshop, etc.,” limit the objective to realistic portions or levels of proficiency for a language or software package, e.g., to implement a dynamic event calendar on the organization’s webpage, to optimize color photographs for download on the World Wide Web, etc.
 - Instead of, “I will learn current methods for environmental restoration in the Gales Creek watershed,” which is being worked on by many regional organizations, further limit the scope of the restoration, e.g., removal of invasive species, mitigation of pollutants, erosion control.
- If a duty in your internship *is* learning in itself, rather than restate the duty, explain how it is learning by putting it into the context of your academic studies or career goals or using the questions below to help you write about learning.

These questions may also stimulate your writing about your learning objectives:

- What new knowledge, skills, or insights might you wish to acquire during your internship?
- What knowledge or skills will you be able to practice, apply, or refine during your internship?
- In which contexts, situations, or roles, might you be able to observe, analyze, or synthesize ideas?
- What perspectives will you be able to take to inform your judgments, comparisons, or appraisals of certain ideas, processes, or events?
- What standards, ethics, laws, or criteria exist within your profession or field of study as a basis for those comparisons or appraisals?
- What might you learn that will assist you in your own career development, for example:
 - perspectives on your readiness and desire to pursue a particular profession;
 - production of items to exhibit your skills, such as a portfolio or work samples; and,
 - experiences, training, or certifications required for full-time entry into your profession.