

5.11 Internship Program

An internship is intended to provide students with the opportunity to apply what they are learning in their academic courses to real-world situations. It offers them the chance to work in an applied setting of their choosing under the dual supervision of an academic advisor and a workplace staff, who will also train and evaluate them. KUST faculty is committed to making the internship a quality educational experience that involves integrating academic learning with the performance of meaningful activities under the direct supervision of an administrator in a real-world business environment or other approved, applied setting (e.g., NGOs and Government Taskforces).

Internships give students the opportunity to gain valuable applied experience and make connections in the professional fields they are considering for career paths. They are also a valuable tool for our university to evaluate the quality of the academic courses in connection to actual needs in the business and provider community that KUST is a proud part of.

Businesses that participate in KUST internship program find that it gives them the opportunity to guide and evaluate and hire talented students from their own community.

5.11.A Internship Policies

- 1) Internship is an academic requirement in KUST. All junior students must enroll in it prior to, and as a pre-requisite for, their graduation projects.
- 2) Students are required to spend no less than 200 hours, within 6 weeks, at the applied setting. Note that the 200 hours must be spent working on tasks for the internship site. Completing tasks for the academic portion of the internship (e.g., writing in the journal, identifying and completing readings, researching and writing the final paper) do not count toward the required 200 hours for an internship.
- 3) The privilege of doing an internship depends upon the overall quality of the student's academic and relevant interpersonal/applied skills as judged by KUST internship program and is gained in a competition with other student applicants as determined by the internship site.
- 4) Students who apply of an internship project must find faculty sponsors. Sponsoring a student internship is based on the discretion of each individual faculty member and their knowledge and expertise in the field that is essential for the specific internship project.
- 5) An internship may not substitute for other courses on the student's academic plan.

5.11.B Internship Pre-requisites

- 1) Ordinarily, the student must be of Junior or Senior standing, with no less than 75 successfully finished credit hours.

- 2) The student must have successfully completed all core courses for up to junior level in her/his department. Core courses are designated by the departments.
- 3) The student must have the consent of a faculty member who is willing to serve as the faculty sponsor for the internship. That faculty member may require the completion of specific supporting courses as pre-requisites to the internship.

5.11.C Internship Procedures

- 1) Take relevant course work specific to the setting and consult the internship openings lists (provided by KUST internship program) and the faculty sponsor for the prerequisite courses deemed necessary.
- 2) Determine whether you meet other pre-requisites (e.g., minimum credit hours).
- 3) Before contacting a potential internship site, submitting an application, or agreeing to an interview, find a faculty member who is willing to serve as the faculty sponsor.
- 4) Fill out internship applications for the sites and projects you are interested in.
- 5) Attend Internship preparation workshops to enhance your interpersonal skills and build a professional resume.
- 6) Contact the site supervisors at the location you wish to work at to set up an interview.
- 7) If selected for the internship by the site, complete an Internship/Independent Study Form with your faculty sponsor, which will include identifying a list of learning objectives for the internship.
- 8) The student is required to keep a journal of daily tasks performed and project completion rate.
- 9) At the end of the internship, the student will be asked to complete a Student Evaluation of the Internship Experience Form.
- 10) The student is required to produce a paper by the end of the internship about the scientific background of the project for the faculty sponsor.

5.11.D Expected Outcomes

- 1) The intern typically will meet with their faculty sponsor 3-4 times during the Internship to discuss the internship experience and relevant academic reading materials and assignments.

- 2) The intern will notify the sponsor immediately of any concerns about the internship.
- 3) The intern will be required to keep a journal to record activities, reactions, insights and/or linkages to theoretical perspectives noting the date and times at setting. This journal/log should be shown to both the faculty sponsor and the field supervisor on a regular basis. No confidential information from the internship site should be included within the journal.
- 4) A 10-15 page paper will be required at the end of the semester.
 - 4.A The paper should not be a review of the internship experience that is more relevant in the journal.
 - 4.B The final paper should instead explore a topic specific to the internship site. An integration of research and practice needs to be demonstrated in the final paper.
- 5) The intern will write a one page description and evaluation of the internship experience that can be used as a source of future reference for both students and faculty.