

Flexible Registration Options for Academic Internships
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Students often need flexibility in registering for academic internships. This can be due to late opportunities arising after the start of a term or due to summer tuition costs. Listed below are some options for serving students more effectively with academic internship advising and registration.

A student gets an internship opportunity after the “add” deadline is passed but needs to accept the academic internship during the current semester.

With appropriate Dean’s approval, the student can add the internship after the “add” deadline is passed. While this should be the exception and not the norm, it does provide an option for students who have a late opportunity for an internship after the add deadline has passed.

A student wants to experience his/her internship during the summer but cannot afford the summer tuition for one course.

If the student registers for an internship for the upcoming fall term and completes the appropriate learning contract or departmental application with faculty supervisor approval, they can accumulate their clock hours for their internship during the summer and submit their final portfolio or reflection paper to the faculty advisor early in the fall term. The faculty then can submit the internship grade with the final grades of the fall semester.

If the supervising faculty is not accessible during the summer term, another faculty member can be designated as the contact point during the internship period. An additional back up for emergencies during the summer term is Kathy Tuberville, Office of Academic Internships, 678-3105 or K.Tuberville@memphis.edu

A graduating senior wants to add an internship in the Term 2 (fall, spring, or summer) but needs more time to complete than the term allows.

The clock hours of the internship can extend past graduation with an incomplete until approximately two weeks after the due dates for grades. The student should come to an agreement regarding the extended timeline with the supervising faculty member in advance. If the student completes the course

requirements within the maximum 45 days after grades are submitted, but after the certification deadline, the student is certified for the subsequent semester. The requirements must be completed within the 45 days to avoid failing the course.

Due to a full academic load, a non-graduating student needs more time to finish the clock hours of the internship.

The student can finish the clock hour requirement after the term is over up until 45 days after final grades are due with an incomplete and prior approval of the faculty member. The student will receive an incomplete and must finish the final project report in time for the faculty to change the grade within the 45 days after grades are due.

The goal is to make academic internships more accessible to students during the summer and in events where strong opportunities come about.

Advising For Internships

Students reaching 45 hours and above with grade point averages of 2.75 should be advised to consider planning their internship during their second semester sophomore year advising appointment. They can project their junior and senior schedules and plan to incorporate the internship as he or she would incorporate other courses.

This will allow the student to plan accordingly so that the internship is a part of the full load requirement and require minimal additional costs.

This type of advising will allow for planning of appropriate opportunities.

Academic Affairs
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