



Policy Title: AA3029 - Student Internships

Subject Area: Academic

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Office of the Provost

Policy Statement

This policy establishes the University's minimum standards for optional internships for academic credit.

Experiential learning is a crucial component of a college education. These experiences allow students to apply their academic knowledge in work settings and better equip them for employment after college completion. The University of Memphis is committed to providing academic credit-earning internships as an aspect of experiential learning for our students.

Exceptions: This policy does not apply to internships or placements that are required for degree completion such as teacher preparation programs or clinical placements such as nursing, counseling, or social work. This policy also does not apply to non-credit internships.

Definitions

Internship - A form of experiential learning, paid or unpaid, that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting, typically lasting only 1-2 academic terms, with no guarantee of continuing employment. Terminology such as externship or cooperative education may also be used to describe what is considered an internship for purposes of this policy.

University Supervisor - The University faculty or staff member tasked with ensuring compliance with University policy regarding internships as well as collaboration with the Host Supervisor.

Host Supervisor - The individual employed by the Internship Host who assumes responsibility for supervising the student and providing the University supervisor with relevant information necessary to award academic credit.

Internship Host - The organization or company providing the internship opportunity.

Learning Agreement - An academic department's documentation detailing a student's internship which should include, but is not limited to, performance, expectations, learning outcomes, internship logistics, and number of hours per unit of academic credit to be granted.

Policy

Academic Department Responsibilities

Many academic disciplines have internship opportunities for eligible students. The ultimate goal of the University is to ensure that any internship is meaningful and will serve to enhance the student's educational experience and career development. To ensure that there is an academic component, or academic relationship associated with the internship, oversight and monitoring by the department awarding academic credit is required. All academic departments offering internships for credit are responsible for managing the requirements of this policy and must:

- Publish and consistently apply guidelines for approving internships. The guidelines should include, but are not limited to:
- The maximum number of internships allowed for credit;
- The required forms, process and deadlines for internship approvals; and
- Any additional criteria related to pre-requisites, learning outcomes, intern responsibilities, or site supervision that the department requires in order to approve the internship opportunity. This includes any policy regarding under what circumstances, if any, a student may intern with a current employer.
- Verify the potential for the internship opportunity to provide an educationally appropriate environment and experience.
- Ensure that students have completed the Internship Student Agreement.
- Collaborate with an appropriate individual(s) from the Internship Host to serve as the Host Supervisor.
- Develop and approve an appropriate learning agreement for the student to be shared with the Host Supervisor.
- Ensure that international students on F-1 and J-1 visas coordinate with the Center for International Education Services.
- Upon completion of the internship, evaluate the student's performance and award academic credit.

Payment for internships: The University awards credit for paid or unpaid internships. Whether or not an internship is paid should not be considered as criteria by a department when determining whether an internship meets the learning objectives and other substantive requirements for academic credit.

Internship Host Community Partner Memorandum of Understanding (MOU): An MOU must be signed by any third-party entity wishing to register with the University, use University resources to advertise internship opportunities, or when there is a close partnership or relationship with the third-party which results in the placement of student interns. For questions about whether an MOU is required, academic departments should contact the Office of Legal Counsel.

Career Services

Students in an academic discipline that does not offer internship opportunities or who need another mechanism for seeking internship credit may contact Career Services for information about the Community Internship Course. This internship opportunity is open to all majors, and pre-registration is required.

Disability Accommodations

The University and the Internship Host Community Partner must collaborate to provide reasonable accommodations to interns with disabilities. The Internship Supervisor may contact Disability Resources for Students for assistance arranging accommodations with host sites.

Record Retention

All internship documentation including the Internship Host Community Partnership MOU and the Internship Student Agreement must be retained for a minimum of six (6) years, consistent with University document retention guidelines.

FAQs

Who do I contact to determine if an MOU is required?

Contact the [Office of Legal Counsel](#).

Who do I contact regarding information on accommodations for interns with disabilities?

Contact [Disability Resources for Students](#).

Last Revision Update Log: 06/23/2023