

BERRY COLLEGE ACADEMIC INTERNSHIP PROCESS

Please consult the [Berry College Academic Catalog](#) for general information regarding eligibility, credit, time commitment, and academic requirements. Students are responsible for securing an internship before beginning the process below. For assistance finding and applying for internships, students can book an appointment with the CPPD on [Handshake](#).

BEFORE THE INTERNSHIP BEGINS

The Internship Learning Agreement and syllabus must be submitted and approved at least one month prior to the internship start date.

Student

1. The student will assess if they meet academic standards for a credit-bearing internship (a current minimum 2.6 GPA and 60 credit hours completed by the start of the internship).
2. The student will secure an internship for the semester or summer. Both paid and unpaid internships are eligible for academic credit. Once a student secures the internship, they should identify who their Site Supervisor will be (a person within the organization/company where the student will intern who is responsible for supervising the student throughout the internship).
3. The student will ask a faculty member to serve as their Academic Internship Advisor. The Academic Internship Advisor does not have to be the student's academic advisor. The student will work closely with their Academic Internship Advisor to create a syllabus for their internship. This syllabus should include the readings and assignments the student must complete in addition to their work onsite throughout the internship.
4. The student will collaborate with their Site Supervisor and Academic Internship Advisor to complete the [Internship Learning Agreement](#). The student, Site Supervisor, and Academic Internship Advisor must sign the agreement.
5. The student will attach the internship syllabus to the Internship Learning Agreement to create their internship application packet. They will take this packet to their academic advisor as well as the Department Chair and School Dean to acquire the additional signatures required for approval.
6. Once all signatures have been acquired, the student will submit their signed application packet (Internship Learning Agreement and syllabus) to the Office of the Provost for final approval.
7. After receiving approval, the student should provide a copy of the Internship Learning Agreement and syllabus to their Site Supervisor so they are aware of the student's responsibilities and learning objectives.
8. If the internship site requires proof of vaccinations, drug screenings, or a background check prior to the internship, the student is responsible for completing these requirements and covering any associated costs.

Academic Internship Advisor (Faculty)

1. The Academic Internship Advisor will evaluate if the student meets the academic standards required for a credit-bearing internship (a current minimum 2.6 GPA and 60 credit hours completed by the start of the internship).
2. The Academic Internship Advisor will meet with the student to discuss the internship time commitment and [calculate the number of credit hours](#) sought. For each hour of credit sought, the student should commit to 45 hours of work. For example, if a student is working 20 hours/week for 7 weeks for their internship, the student will work a total of 140 hours and should seek to earn 3 hours of academic credit.
3. The Academic Internship Advisor will work with the student to create a syllabus for the academic internship. This syllabus should follow Berry College syllabus guidelines and should include learning objectives, readings, assignments, and evaluation criteria. Please note that academic internships should be graded on an H/S/U basis only and should not impact the student's grade point average. The syllabus will be attached to the Internship Learning Agreement and will be submitted for approval.
4. The Academic Internship Advisor will collaborate with the student and Site Supervisor to complete the Internship Learning Agreement. The student, Site Supervisor, and Academic Internship Advisor must sign the agreement. The student is responsible for securing additional required signatures to complete the application process.

DURING THE INTERNSHIP

Student

1. The student will fulfill the responsibilities agreed to in the Internship Learning Agreement, including following rules and policies of the organization and performing assigned tasks in a responsible manner.
2. The student will complete the readings and assignments by the deadlines noted in the syllabus.
3. The student will meet with their Academic Internship Advisor midway through the semester or summer term to discuss their progress. The method (Zoom, phone, in person) and contents of this progress check may vary according to guidelines established by individual academic departments.
4. Near the end of the semester or summer term, the Associate Director of Employer Engagement & Internships will send the student an internship evaluation form. The student should complete the form and submit it to the Associate Director of Employer Engagement & Internships before the internship is completed.

Academic Internship Advisor (Faculty)

1. The Academic Internship Advisor will communicate with the Site Supervisor throughout the semester or summer term to evaluate the student's performance.
2. The Academic Internship Advisor will meet with the student midway through the semester or summer term to discuss their progress. The method (Zoom, phone, in

person) and contents of this progress check may vary according to guidelines established by individual academic departments.

3. The Academic Internship Advisor should provide feedback on any assignments submitted throughout the internship.

AFTER THE INTERNSHIP

Academic Internship Advisor (Faculty)

1. The Academic Internship Advisor will receive a copy of the student and Site Supervisor evaluation forms from the CPPD. If the student or Site Supervisor accidentally submits their evaluation form directly to the Academic Internship Advisor, the Academic Internship Advisor should forward their evaluation form to the Associate Director of Employer Engagement & Internships in the CPPD.
2. The Academic Internship Advisor will evaluate the internship based on the criteria noted in the syllabus and assign a grade using the H/S/U scale.
3. The Academic Internship Advisor will submit the internship grade on VikingWeb by the deadline for that term.