

Internship and Field Experience

Background

Internships and field experiences provide students with opportunities to gain valuable work and professional experience. SPEA's internship program is designed for students who have an overall cumulative GPA of 2.5 or better. Students who do not have this minimum GPA are still able to gain work experience through a field experience. Typically, the experience that students in these two programs gain will be nearly identical, but the field experience student is monitored by the faculty to ensure that the student progresses. The two experiences also differ in the clock hours required of the student – the field experience requires 120 hours of experience for 1 credit of field experience and the internship requires 80 hours. Field experience students are required to serve longer hours to compensate for differences in academic preparation, based on academic performance.

Policy

Undergraduate Student Internship and Field Experience

Students are eligible for a SPEA internship through SPEA-V380, providing they have sophomore status (26 or more hours), have a cumulative GPA of 2.5 or higher, have completed at least one semester at IUPUI, and have been admitted to a SPEA program. Students who seek credit for the internship experience must complete 80 hours of experience for 1 credit hour in addition to meeting other internship requirements.

Students in SPEA's health or environmental health programs who do not meet the GPA requirements for a SPEA internship are eligible for a SPEA Public Health field experience through SPEA-H466, providing they meet all other requirements. Students who seek credit for the field experience must complete 120 hours of field experience for 1 credit hour.

Graduate Students

Students are eligible for a SPEA internship, providing they have a cumulative GPA of 3.0 or higher, have completed at least 12 credit hours at IUPUI, and have been admitted to a SPEA program.

Responsibilities

Internships

- ✓ Students are responsible for finding an internship experience and following the SPEA Internship Instructions. Employers are responsible for completing the Internship Site portion of the Internship Proposal Form and evaluating the student's work.
- ✓ The faculty is responsible for approving the internship experience, specifying the required documentation, and returning the Internship Proposal form to the Internship Program in the Student Services office.
- ✓ At the completion of the internship, the faculty is responsible for submitting the student and employer evaluation to the Student Services office for placement in the student file.
- ✓ Student Services staff is responsible for notifying students via e-mail that they are approved to register for an internship course.
- ✓ Student Services staff is responsible for sending the internship employer the Employer Evaluation of Internship Experience form.
- ✓ Student Services staff is responsible for maintaining an electronic file of student and employer evaluations.
- ✓ Student Services staff is responsible for placing student and employer evaluations in the student's file.
- ✓ The faculty is responsible for approving the internship report and submitting a grade of 'S' (satisfactory) or 'F' (fail).
- ✓ The Director of Academic Affairs and the Director of Student Services are responsible for maintaining the internship procedure.

Field Experience

- ✓ Students are responsible for finding a field experience and meeting with the Faculty Mentor to establish conditions for the completion of the field experience.
- ✓ The faculty is responsible for approving the field experience, establishing expectations, meeting periodically with the student, and monitoring the field experience with the employer, and submitting a grade of 'S' (satisfactory) or 'F' (fail).

Procedure***Internships***

1. Students, faculty, staff and employers follow the instructions in the SPEA Internship Instructions and related documents (see Internship documents 1-6 link below).
2. The faculty member transfers the employer and student evaluation to Student Services for placement in the student's file. The faculty member may also transfer the student's internship report to the student's file.

Field Experience

1. The student is responsible for finding a potential field experience and for meeting with the Faculty Mentor to gain approval for the experience.
2. The student is responsible for enrolling in SPEA-H466 and completing the requirements for the course (see H466 documentation link below).
3. The faculty is responsible for approving the field experience, establishing expectations, meeting periodically with the student, and monitoring the field experience with the employer.
4. The faculty is responsible for submitting a grade of 'S' (satisfactory) or 'F' (fail).

Documentation

- ✓ All documents related to the internship/field experience are available at <http://www.spea.iupui.edu/student-services/forms/> under Internship Forms)
- ✓ Internship Documents
 1. SPEA Internship Instructions
 2. SPEA Internship Proposal Form
 3. Student Evaluation of Internship Experience
 4. Employer Evaluation of Internship Experience
 5. Link to Journaling Your Internship Experience
 6. Link to Internship Paper Guidelines
- ✓ SPEA-H466 Documentation
- ✓ Supervisor email (Attachment 1)
- ✓ Faculty, student, and advisor checklists (Attachment 2)

Supervisor Email

Thank you for your willingness to supervise <student name> as he/she completes his/her internship with the <internship site>. We know that the organizations invest considerable time and resources in making the internship a successful experience for our students, and we hope that our students, in turn, make a positive and meaningful contribution to their sponsors. As part of the internship experience, we ask the employer and student to evaluate their experiences with the program. Your evaluation of the intern's performance provides students and faculty with important feedback about a student's academic and professional development, and we use this information to improve our programs.

A copy of the supervisor evaluation form that we use for our internships is attached. At the <conclusion of the internship or date internship is to conclude if noted on the application> please complete this form and return it to Nancy Lemons at the address on the top of the form. You can also email an electronic copy to nlemons@iupui.edu. If you have any questions or concerns about the evaluation form or internship process, please let me know.

We value and welcome your feedback!

Checklists

Advisor Checklist for Internships

Before student starts internship:

- _ Faculty submits completed internship paperwork.
- _ Advisor adds internship information to the spreadsheet.
- _ Advisor grants course permission in OneStart for appropriate semester and course.
- _ Advisor emails student and attaches directions for journal, student evaluation and final paper as indicated by faculty member. Advisor carbon copies faculty advisor on this email.*
- _ Advisor emails intern supervisor and attaches employer evaluation. Advisor carbon copies student on this email.*
- _ Advisor copies all internship paperwork including emails and puts one copy in the student's file and one in the internship file.
- _ If the internship is approved after the start of the semester, advisor completes paper add form and Internship Fee Memo. Student must sign the add form and take it and the Internship Fee Memo to the Registrar's office.

*Templates for these documents are in G:\Student Services\Internships.

Faculty Checklist for Internships

Before student starts internship:

- _ Student submits internship proposal form and transcript to the faculty.
- _ Student has a cumulative GPA of 2.5 or better.
- _ Student completed 26 hours (sophomore standing).
- _ **BSPH faculty note:** students with a GPA of 2.5 or better should take SPEA V380. Student with a cumulative GPA below 2.5 should take SPEA H466.
- _ Faculty verifies credit hours and work hours for internship
- _ Faculty completes approval form.
- _ Faculty turns in all internship proposal paperwork to student, appropriate academic advisor or the director of student services.

After student completes internship:

- _ Student submits appropriate assignments by deadline specified in proposal.
- _ Nancy Lemons forwards completed employer evaluation to the faculty advisor.
- _ Faculty reviews submitted documentation and assigns a grade of S or F.

Student Checklist for Internships

- Student visits with academic advisor to gather appropriate paper work (Internship Packet) and to evaluate requirements (students should have 2.5 GPA or higher and have completed 26 hours to receive credit for internship).
- If student is pursuing a Bachelor of Science in Public Health (Health Administration or Environmental Science and has a GPA less than 2.5), he/she may be eligible to complete H466. Contact Dr. David McSwane at 317-274-2918 for more details.
- Student finds internship (may check with faculty advisor or SPEA website at <http://www.spea.iupui.edu> for possible internship locations).
- Student completes the STUDENT INFORMATION section of the INTERNSHIP PROPOSAL FORM.
- Student asks the employer to complete the INTERNSHIP SITE information of the INTERNSHIP PROPOSAL FORM.
- Student schedules a meeting with faculty advisor to discuss internship and find out what he/she needs to submit to faculty advisor upon completion of internship.
- Student submits INTERNSHIP PROPOSAL FORM, with completed site supervisor and faculty advisors sections, to Student Services.
- Student receives email from academic advisor with authorization for specific section number.
 - **Note:** If the internship is added after the Add period at the beginning of the semester, the student will need to pick up an add form and fee waiver from their advisor in Student Services BS 3027.
- Student registers for number of internship hours approved by faculty advisor, and for the section of SPEA V380/J380/H466 that academic advisor provides.
- Student completes both internship and internship assignments.
- Student completes evaluation of internship experience form.
- Student submits internship assignments, internship evaluation, and documentation of hours worked to faculty advisor by the deadline set by faculty advisor.
- Student receives grade of S or F on transcript and grade card.