

Internship Guidelines for Faculty

To assure that we have a record of the internships that our students are taking, and to ensure that students are giving roughly the same amount of work we have adopted the following guidelines:

1. Prior to signing up for credit:

- Student secures an internship for an elected or appointed position;
- Student contacts professor to supervise the academic portion of the work and professor determines the amount of credits the student can receive (typically for an all-summer 3 hour credit internship students should work about 20 hours per week and complete an academic assignment; for part-time semester long 3 hour credit internships, students should work about 10-15 hours per week and complete an academic assignment);
- Host agency or office sends a notification, in writing, that the student has been accepted, indicate likely work assignments and hours worked per week (this can be an e-mail or a letter, which we add to the student's file);
- Note: the student could use the internship paper to satisfy the senior writing requirement.

2. Office Admin signs up the student (with all supplementary materials attached); professor may need to contact the host organization to assure they understand what our expectations are (this is also a good opportunity to cultivate relationships with interning offices for future years).

NOTE: If a student is signing up for an internship in which they will be working/participating in a state other than Arkansas, the university must ensure they are in compliance with any out-of-state regulations. To facilitate this, professors who are supervising out-of-state internship students must contact Beverly Wade (bewade@uark.edu), Manager of Regulatory Compliance and State Authorization, with the following information:

- Student name & ID
- Course in which the student will be enrolled for credit
- Location of work experience (for example, the office of Senator John Boozeman in Washington D.C.)

3. After the start of the internship:

Suggested: student submits a weekly journal of his/her activities (this is to ensure that the interning host agency sticks to its promises and to track the student's work for possible development of papers/assignments around the student's or interning host's interests);

Professor meets with the student several times during the summer/semester to discuss academic responsibilities, due dates of assignments etc. (this should be done in writing or via e-mail so the student has a record of the agreements);

Professor monitors progress and works with the student on the assignment(s).

4. Professor assigns grade.