

SECTION: 2.0 ACADEMIC

SUBJECT: PRACTICA AND INTERNSHIPS

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**Title:** Practica and Internships

**Background:** The purpose of this policy is to define internship and practicum at Lewis-Clark State College (LC State), and the roles and responsibilities of the student, faculty supervisor, and on-site internship/practicum supervisor.

**Point of Contact:** Academic Affairs

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Liberal Arts and Sciences, Professional Studies, Career & Technical Education, Student Employment-Career Center.

**Date of approval by LC State authority:** 08/2019

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 07/2024

**Summary of Major Changes incorporated in this revision to the policy:** Added graduate credit requirements. Updated format.

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Internships and practica contribute to students' overall academic development and provide a mechanism for students to apply skills and gain work experience prior to graduation. This policy delineates responsibilities of parties involved in practica or internships.

## 1. Definitions

- A. Practicum: credit for approved work-based experience characterized as primarily hands-on work, or may be exploratory and/or job shadowing in nature. Practicum is generally unpaid. College faculty supervise and evaluate student performance in the practicum experience. Letter or pass/fail grade may be assigned.
- B. Internship (also called co-op, clinical, or field experience): credit for approved work-based experience that is specific in nature and generally follows completion of foundational didactic coursework. Internship experience can be characterized by independent work in an organization or agency that leads to achievement of measurable student learning outcomes or objectives. An internship generally lasts one or more semesters and may be paid or unpaid. College faculty provide oversight and evaluate student performance in the internship. Letter or pass/ fail grade may be assigned.

## 2. Responsibilities

### Student

- A. Pursuant to the federal Fair Labor Standards Act, a student is not permitted to complete an internship or practicum solely as an unpaid worker or volunteer. Therefore, the student must register for credit concurrent with the performance of the internship or practicum.
- B. To be eligible for an internship or practicum, the student must have a minimum cumulative GPA of 2.0.
- C. The student must receive approval for the internship or practicum from the course instructor or division chair.

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- D. The student earns one credit for 45 hours (undergraduate) and 60 hours (graduate) of work completed and must be under the oversight of an LC State instructor for the duration of the internship or practicum [See Credit Hour Policy 2.127].
- E. Student performance is evaluated by an LC State instructor.
- F. Internships or practica must be completed during the term in which the student is receiving academic credit unless other arrangements are made with the instructor and division chair.
- G. The student intern must complete an internship orientation workshop prior to beginning the internship.
- H. The student will follow all personnel rules, regulations, and other standard requirements of the host organization/employer.
- I. The student will, if necessary, purchase a liability insurance policy to protect against claims arising out of the internship experience. See below for LC State liability coverage details.

Faculty Supervisor

- A. Maintain the quality of the internship or practicum by providing a syllabus which outlines course competencies and expectations and guides the student in developing goals for the experience.
- B. Provide oversight and guidance by communicating with the student regularly, by the most direct means possible.
- C. Collaborate with the on-site internship supervisor in guiding student learning and reviewing student performance.
- D. Assess student learning based upon course competencies, observations by the faculty supervisor, and input from the on-site internship supervisor.

On-site Internship/Practicum Supervisor

- A. Provide the student with normal supervision and guidance as needed in the performance of the tasks described in the course syllabus.
- B. Communicate regularly with the student and faculty supervisor concerning the student's performance and learning.
- C. Provide the student and faculty supervisor with a copy of the final review of the student's performance and learning achievement.

**3. Liability Insurance and Workman's Compensation**

It is recommended that students enrolled in internships carry health insurance for their own protection.

- A. LC State's liability coverage for the school, faculty, staff and students (during hours of scheduled internship or practica) is provided through a self-funded liability program administered by the State of Idaho Risk Management Program. Limits of liability are \$500,000 per occurrence, which amount is LC State's limit of liability under the Idaho Tort Claims Act specified in Idaho Code 6-901 through 6-929. When higher professional liability limits are required, students are covered under a student errors and omissions policy with coverage of \$1,000,000 per occurrence and \$3,000,000 aggregate.

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- B. The internship/practicum site should report student interns to their worker's compensation carrier prior to signing a learning contract. If the site does not provide worker's compensation for internships and practica, the college will cover "Work Experience" students, including interns, under its workers compensation coverage.