

Student Guide for Internships for Academic Credit in the College of Arts & Science

An internship is a professional learning experience that offers meaningful and practical work related to a student’s field of study or to their career interest. Internships are supervised and structured learning experiences in a professional setting that gives students the opportunity to learn new skills, to explore career options, and to develop their personal and professional networks.

Students looking for an internship opportunity should contact the Career Center: <https://www.vanderbilt.edu/career/> and search the DoreWays database.

Academic Credit for Internships

Any student who is at least a sophomore and is in good academic standing may earn academic credit in the College of Arts & Science for an internship during the fall, spring, or summer sessions. The credit hours earned count towards the total credit hours needed for graduation. Internship courses do not carry any AXLE designations, nor do they count towards any AXLE categories. In most cases, internship courses do not count towards major or minor requirements, but some departments do allow Departmental Internships (see below) to count towards their major or minor requirements.

All internships taken for academic credit must include a weekly journal of activities and a final written paper that is evaluated by an Arts & Science faculty member. A&S faculty members at the rank of Senior Lecturer or above are eligible to serve as a faculty supervisor of an internship.

Types of Internships for Credit

The College of Arts & Science offers two types of internships for academic credit: Interdisciplinary and Departmental.

Interdisciplinary internships are listed under the INDS heading in YES. Any student who is at least a sophomore and in good academic standing may enroll in an Interdisciplinary internship. There are no prerequisites to enrolling in an interdisciplinary internship course other than class and academic standing. The following courses are available to students:

INDS 3880	One credit hour only. Only available on a Pass/Fail basis. Repeatable for a maximum of 3 credit hours in 3880 and 3884, combined. May be taken in the fall, spring, or summer sessions.
INDS 3884	One credit hour only. Only available on a Pass/Fail basis. Repeatable for a maximum of 3 credit hours in 3880 and 3884, combined. Only available in the summer. This course number is only used for students applying for a tuition subsidy because they are required to earn academic credit for their summer internship.
INDS 3990/3991	INDS 3990 and 3991 are co-requisite. INDS 3990 (Internship Training) may be taken for 1-3 credit hours, based on the number of hours spent working during session (see details below). INDS 3990 is only available on a Pass/Fail basis. INDS 3991 (Internship Readings and Research) may be taken for 1-3 credit hours, based on the amount of reading assigned and the final paper that will be written (see details below). INDS 3991 is only available on a graded basis.

Students may enroll in INDS 3880 and/or 3884 for a combined total of 3 times during their time at Vanderbilt. The INDS 3990 and 3991 courses may only be taken once.

Departmental Internships are available in many departments, and are listed under that department's heading in YES. In order to enroll in a Departmental internship, students must have completed at least 6 credit hours of prior work and must meet the minimum GPA requirements in the department in which they wish to enroll. Departmental internships are not repeatable within the same department.

All internships under this designation are taken as two classes concurrently. A 3880 course (Internship Training), which is taken for variable credit hours [1-9] based on the number of hours spent working during the session (see details below). The 3880 course is only available on a Pass/Fail basis. The second course is 3881 [or 3882 or 3883] (Internship Readings or Research) is also taken for variable credit hours [1-6], based on the amount of reading assigned and the length of the final paper that will be written (see details below). The 3881 (or 3882 or 3883) courses are only available on a graded basis.

Tuition charges for internships

Internships taken during the fall or spring semester will fall under the normal tuition charge unless the student exceeds 18 credit hours during the semester. The hourly tuition rate will apply to any credit hours taken over 18, which must be approved by an Associate Dean.

During the summer, all classes carry the hourly tuition rate. Internship courses taken during the summer also carry a tuition charge. Some summer internships require students to earn academic credit as a condition of their participation in the internship. In such cases, the University subsidizes the tuition for a 1 credit hour internship course, called INDS 3884. Students will pay only \$200 for the INDS 3884 course, rather than the regular summer hourly tuition rate. Students must document that they are required to earn academic credit for their internship in order to enroll in INDS 3884. Students that are not required to earn academic credit for their summer internship may enroll in INDS 3880, INDS 3990/3991, or a departmental internship and pay the accompanying tuition to earn academic credit over the summer.

Academic requirements for internship courses

All internships taken for academic credit must include a weekly journal of activities and a final written paper that is evaluated by an Arts & Science faculty member. The journal entries should include brief descriptions of their activities and their impressions of the internship experience. Students may also use their journals to document anything they find to be exciting or unusual about their experiences at the site, and to reflect on their successes and disappointments.

The journals and final paper must be turned in to the Faculty Supervisor by the last day of classes of the semester (or summer session). The Faculty member then submits the grade for the course through YES during the final exam period.

INDS 3880 and 3884:

All students must write a final paper that is at least 5 pages in length. The paper is usually a summary of readings, a small research paper, or a reflection piece on the internship experience itself. The recommended length of readings for INDS 3880 and 3884 is 250 pages, which may include readings and research assigned to the student by supervisors at the worksite.

A student must work at the internship site a minimum of 5 hours a week during a semester or summer for 15 weeks (or a total of 75 hours) to earn one hour of credit for either INDS 3880 or 3884.

Departmental Internships and INDS 3990/3991:

The variable credit hours earned in these courses depends on the amount of time spent at the worksite, the amount of reading, and the length of the final paper.

Students must work a minimum of 5 hours per week (or 75 hours total over the semester or summer) for the Internship Training course (3880 in a department or INDS 3990). The table below the *minimum* hours a student must work per week (or across the semester) to earn additional credit hours. This table sets the minimum work hours a student must work to earn academic credit. A student may elect to earn fewer credit hours than listed in the table below.

<i>Credit hours for Internship Training Course</i>	<i>Minimum Hours at Worksite per Week</i>	<i>Total Hours at Worksite per Semester (or Summer)</i>
1	5	75
2	6	90
3	9	135
4	12	180
5	15	225
6	18	270
7	21	315
8	24	360
9	27	405

The amount of credit hours earned for the graded Research or Readings course (INDS 3991 or departmental course 3881, 3882, or 3883) varies with length of the final paper and amount of reading assigned. The recommended length of readings for the Research and Readings component in these internships is 250 pp. per graded hour, which may include readings and research assigned to the student by supervisors at the worksite. The project must result in a written project that is at least 5 pages in length per graded credit hour. The paper is usually a summary of readings or a research paper. The amount of credit hours earned for the Readings and Research course is determined in collaboration with the faculty supervisor.

Applying for academic credit for an internship

Students may apply for academic credit by completing the online form at:

<https://redcap.vanderbilt.edu/surveys/?s=PWEN7X4M3K>

The following forms must be included with the application:

- Academic Travel Checklist (so we are aware of your travel plans)
- Disciplinary File Release Request (to ensure you are in good disciplinary standing)
- FERPA Authorization to Release Information (to allow us to communicate with your worksite)
- For INDS 3884 only: Proof that must earn academic credit for the internship
- If you'll be working with minors, completion of the Protection of Minors Online Training

Examples of completed forms with additional instructions are included in the following pages.

ACADEMIC TRAVEL CHECKLIST (for taking Vanderbilt Students Off-Campus within the USA)

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When taking students off-campus for academic work or study, common sense and thoughtful planning can mitigate the potential for mishap. This checklist suggests which kind of review / approval process might be appropriate. Most situations will be resolved at the instructor or departmental level.

PART ONE: PROPOSAL

Instructor: _____

Course: _____ Number of students involved: _____

Destination: _____

Date(s) and times: _____

Instructor email: _____ Phone number(s): _____

Proposal:

Below, please describe your plan for travel. It should contain this basic information:


- what the activity is (and a demonstration of the educational value of the trip)
- date/time/location; faculty sponsor; what student will do when on site
- intended mode(s) of travel; contingency plan; site contacts; any triggers or concerns
- involvement with population — and its parameters (e.g. watching is okay, interviewing more involved, request to participate needs the most scrutiny)
- plans for orientation and for debriefing (as appropriate; any situation involving high-stress contact should have a solid debriefing plan)



Whenever possible, planned travel should be disclosed on the course syllabus.

PART TWO: REVIEW


The trip request should be reviewed at the department level if it includes any of the following triggers. Please check any triggers that apply:


travel over an hour by car and/or travel involving overnight stay 

travel between the hours of 11 p.m. and 6 a.m.

travel without faculty presence

solo travel (requires more contingency planning than group travel)

any class activity that involves directly working with subjects (people in the field) 

any class activity that involves working with minors (faculty members are responsible for verifying that all individuals involved comply with the campus policy on the protection of minors) 


independent student research for which a professor recommends a review

travel to sites with hazardous materials travel with destination risk, including but not limited to:

- national/local disaster zones
- high crime areas
- experiences addressing populations under stress including the homeless, the incarcerated, or the medically at-risk (also reviewed at Associate Dean level unless a departmental process for site review is approved in advance)

volatile experiences that elevate the student's risk of arrest (e.g. protest sites and demonstrations) (also reviewed at the Associate Dean level)

The Trip request should be reviewed by an assistant or associate dean, and possibly elevated to the Off-Campus Risk Assessment Committee, if it includes any of the following triggers. Please check any triggers that apply:

any trip involving two or more triggers from the list above. 

volatile experiences that elevate the student's risk of arrest (e.g. protest sites and demonstrations).

any trip that involves a national or local disaster zone, a warning from a governmental health organization, or a Homeland Security warning.

any trip that involves sustained contact with persons that we know have been convicted of felonies and that entails a reasonable expectation of elevated risk, unless a departmental screening process has been approved by the dean.

any trip to a physically remote site or a site more than 60 miles from the nearest hospital.

any trip that requires students to participate actively in a protest or similar collective action, especially if we anticipate a police presence.

PART THREE: PRIOR TO DEPARTURE

Contact information for all individuals on the trip and a copy of the approved travel proposal (and contingency plan) should be:

- the sponsoring faculty member's Department Chair or Director of Undergraduate Studies, and
- the department's Administrative Assistant, and
- the Associate Dean's office.

For longer trips, multiple means of contact and emergency contact information (frequently a parent email/ phone number) should be included.



Disciplinary File Release Request

Full Legal Name: _____

Date of Birth: _____ Home Phone: _____ Cell Phone: _____

Maiden name or name under which records may be found: _____

Current Street Address: _____

City: _____ State: _____ Country: _____ Zip Code: _____

Email: _____ Fax: _____

I currently attend Vanderbilt University I last attended Vanderbilt University (date) _____

I am requesting information on any conduct related disciplinary action or charges against me while enrolled at Vanderbilt University. I understand that this information will only be released to the parties indicated below, and is protected under the Family Educational Rights and Privacy Act (FERPA). I also understand that this request will become a part of my student file.

Signature: _____ **Date:** _____

Please release my information to:



Myself (at above address) **Myself** (at below address) **Other** (as indicated below)

For external releases: Please send my information to the individual(s) named below. Requests to graduate and professional schools are usually accompanied by a release form from the respective institution. Please attach additional sheets as necessary.

Name _____ Name _____

Street Address: _____ Street Address: _____

City: _____ City: _____

State: _____ Zip: _____ State: _____ Zip: _____

Fax: _____ Phone: _____ Fax: _____ Phone: _____

Please submit this completed form and any additional documents to:

Mailing Address:

Office of Student Accountability, Community Standards & Academic Integrity
2301 Vanderbilt Place
PMB 351598
Nashville, TN 37235

Physical Location:

Office of Student Accountability, Community Standards & Academic Integrity
2301 Vanderbilt Place
Rand Hall, Suite 301
Nashville, TN 37240

Phone: (615) 322-7868 Fax: (615) 322-7871

Email: studentaccountability@vanderbilt.edu


For Office Use Only: Date Released _____ Staff Initials _____



FERPA AUTHORIZATION TO RELEASE INFORMATION OR REQUEST FOR LETTERS OF RECOMMENDATION

 **TO:** _____
(Name of University Official and Department)


(CHECK ALL APPLICABLE AREAS)

 Please write a letter or recommendation
 complete evaluation form
 release information verbally
 other (specify) _____


(CHECK ALL APPLICABLE SPACES)

 **TO:** all potential employers
 any educational institution
 only to the following _____ (specify)

(CHECK ALL APPLICABLE SPACES)

 For the following purpose: employment
 admission to an educational institution
 all forms of scholarship or honorary award
 other (specify) _____

I authorize you to consult my educational record at Vanderbilt University to reveal such information from my educational record, as you consider appropriate for the purpose stated above, including information pertaining to my education at other institutions I have previously attended which is a part of my education records at Vanderbilt.

 I waive (), do not waive () – check one – my right to see the recommendation or other information prepared pursuant to this release.

Name (print) _____

Signature _____

Student ID Number _____

Date _____