

Instructional Systems Technology

R686 Internship Guidelines

June 2023

R686 is the IST course number used to confer graduate credits for internship experiences. You may complete one 6-credit internship or two 3-credit internships. If you plan to pursue two 3-credit internships, you will fill out a separate form for each one.

We do not require that you hold a paid internship; whether you seek a paid or an unpaid internship will depend on your own circumstances and the opportunities available. Your internship may take place on or off campus, locally or outside Bloomington, Indiana, or outside the U.S. If it conforms to the requirements below, it may also take place virtually: you should check with the IST office for a referral to the member of faculty who currently approves virtual internships prior to accepting one.

Requirements for the Internship

The internship is intended to provide *substantial and relevant workplace experience in the field*. While an intern may participate in entry-level activities, these should be relevant to instructional and/or performance design. Although the internship may take place at a distance from the employer, *it should comprise work carried out in communication with a supervisor*; consulting projects in which you work essentially without supervision on a milestone basis are **not** considered to be internships. In addition, an internship must meet these requirements:

- Completed application form from the IST website
- Professional resume
- Offer memo from the employer *on letterhead* (required for paid or unpaid internship) specifying:
 - Start and end dates of employment
 - Number of hours per week (must add up to at least the minimum for the credit hours you want)
 - Location of the internship/conditions of work
 - General statement of assignments/duties
 - Original signature of employer/representative
- Approval of your academic advisor in advance
- Verification of OPT/CPT approval if required
- At the midpoint of the internship, a memo on letterhead from the employer mailed directly to the IST office verifying that you are working and giving an assessment of your performance
- At the end of the internship, a memo on letterhead from the employer mailed directly to the IST office summarizing the major work activities you carried out during the internship and giving an assessment of your performance

Calculating the Credit Hours for Your Internship

	minimum requirement	maximum recommended
3 credits (full time)	4 weeks; 40 hours/week	7 weeks; 40 hours/week
3 credits (half time)	8 weeks; 20 hours/week	12 weeks; 20 hours/week
6 credits	8 weeks; 40 hours/week	16 weeks; 20 hours/week

International Students and Internships

International students studying on a student visa and applying for paid internships off campus are responsible for contacting the Office of International Services to establish the requirements for OPT/CPT coverage for this employment. Fill out the *Internship Application* and turn it in with any additional required documents to the IST office. Note that the application requires the signature of your advisor.