

Instructional Systems Technology

Internship Guidelines

4/30/2012

The IST Studio MEd requires 6 credits of internship (R686) for program completion. You must complete the core courses prior to starting your internship. You can complete one 6-credit internship or two 3-credit internships. 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.

Three types of internships are possible:

- *Independent*—you can arrange an internship yourself, providing it meets the requirements in these guidelines and is approved by your academic advisor. (available now)
- *Sponsored*—the department establishes and maintains connections with employers who offer internships; you apply through the department for these and the employers will make final selections from the applications submitted (in progress – check with your advisor on connections that may be in place; USCG students connection I in place with USCG now)
- *Placement*—the department/advisor arranges internship opportunities on campus and in Bloomington; contact the department to find out if you can be placed in one of these internships—at the present time we arrange these when we hear from students that they have made every effort possible and have not been able to secure an internship

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 (every form of internship requires an application)
- 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.

Procedures

1. 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.
2. If you have arranged an Independent Internship, your application must be accompanied by the offer letter from the employer.
3. If you are applying for a Sponsored Internship, check the listing and provide any additional documentation required for the internship(s) in which you have an interest.
4. If you are applying for a Placement Internship, the basic document set is sufficient.
5. You may apply for all three types of internship. If you have applied for an Independent Internship together with either or both of the other two types, and if the Independent Internship works out, notify the IST office immediately.
6. Fill out a separate form for each internship of you are planning to carry out two 3-credit internships.

APPLICATION
Instructional Systems Technology Internship

Name: Date (semester/yyyy):

Student number: Advisor:

Goals statement (250-500 words; relevance of internship to your professional goals—attach separate document if desired):

Type of internship:

- Independent
- Sponsored
- Placement

Credits:

- 3 credits
- 6 credits

Documents attached:

- Resume
- Offer memo
- OPT/CPT verification
- Goals statement

Approval of academic advisor (signature/date):

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