Summer 2024 Internship Policies

Experience and Professional Development (XPD)

Registration Information

- Priority registration should be completed online by May 10th. The final deadline is **May 28th.**
- Please note, summer interns cannot register using Banner. You must complete the form linked to register.
- Students are required to complete the Legal and Professional Issues session online before or during their first week using this link

Flexible Academic Internships

- Students can register for either virtual or in-person internships. Hosts and interns are strongly encouraged to discuss and outline workplace safety protocols that align with current public health guidelines.

Contact with Faculty

- Interns should make arrangements to maintain contact with their faculty moderator(s) during their internship, including phone numbers, email addresses, Zoom usernames, and/or vacation or travel dates for either party.

Virtual Site Visits / Conference Calls

- Virtual site visits or conference calls are suggested for all summer interns and should be completed by **July 12th**, or near the halfway point of the internship, if possible.
- Refer to the "Reports and Evaluations" site for more information about site visits and other internship-related reports.

Dropping an Internship

- The deadline for a permanent drop of an internship is June 15th.
- For students who withdraw before **July 15th**, a W will be recorded on their transcript.
- Before dropping an internship, students must inform their faculty moderator(s) and the Senior Associate Director of XPD in writing.

Tuition

- Tuition for summer internships will be billed to Student Accounts on May 15th and payable by **June 10th**. The cost per credit is $732 for CSB and SJU students.

Duration Requirements

- Standard start and end dates for summer internships are May 21st - August 9th. Duration, on-site hours, and academic minimums are outlined below.

# of Credits	Minimum Required on-Site	Minimum Duration (Weeks)	Minimum Academic Requirements (Evaluation)
1	40	4	Weekly journal or final, reflecton paper
2	80	4	
3	120	4	
4	160	4	Weekly journals, academic paper (6-10 pgs, citing peer-reviewed sources) or discipline appropriate assignment, and final reflective paper.
5	200	5	
6	240	6	
7	280	7	
8	320	8	Weekl journals, academic paper (6-10 pgs, citing peer-reviewed sources) or discipline appropriate asignment, final reflective paper, and a second, larger project (e.g. another academic paper, presentation, or portfolio

Clemens Library | (320) 363-5707
Open Monday - Friday | 8:30 a.m. - 4:30 p.m.
www.csbsju.edu/xpd

EXPERIENCE HUB