

EXTERNSHIP/INTERNSHIP COMPONENT OF A NEW/REVISED PROGRAM

An externship/internship is defined as training-related work or practical experience which is: (1) formally part of a program; (2) based upon a preplanned outline of experience/skills to be acquired; (3) an application of previously studied knowledge and skills; (4) formalized through a signed agreement between the institution and site; (5) systematically supervised by a qualified individual at the institution and the externship site; and (6) evaluated by both the on-site supervisor and the institution's staff member based on established criteria.

Institutions offering or seeking to offer programs of study which include an externship or internship must ensure that the work experience is pre-planned, well-designed, and has written monitoring procedures.

REQUIRED EXHIBITS

Attach a written narrative and supporting documentation to address each question/statement enumerated below:

1. For any program with an externship/internship component identify the following: (a) the length of the externship/internship in clock hours and, if applicable, semester or quarter credits; (b) the time at which externship/internship occurs within the program; and (c) the specific written performance objectives.
2. Identify the objectives and required learning outcomes for the externship/internship and how these were established and validated by industry/employers. How and when are these objectives and outcomes communicated to students and externship/internship providers?
3. Attach the institution's written policies on externships/internships, including a clear delineation of the responsibilities of students and their on-site supervisors. Describe how the institution systematically and effectively implements its written policies for conducting, monitoring, and supervising students' externship/internship experiences.
4. Identify the titles and qualifications of the personnel at the institution responsible for coordinating and monitoring externships/internships.
5. Describe the criteria for evaluating student performance at externship/internship sites, including: (a) the grading system used; (b) how frequently the institution's personnel conducts on-site reviews and evaluations of externships/internships to ensure each student's progress; (c) the criteria used by the externship/internship site supervisor to evaluate student performance in achieving specific objectives; and (d) how frequently feedback is reported. Describe how students' hours are recorded and monitored during the internship/externship. Attach a copy of the evaluation form used to assess the performance of externs/interns.
6. Describe: (a) the process for evaluating an externship/internship/practicum site prior to its use; and (b) the institution's policy for obtaining contractual agreements with these sites.

7. Attach a copy of the written policies and procedures designed to ensure that a sufficient number of extern/intern sites are available prior to students completing the didactic portion of their program.
8. Provide an estimate of the number of students who will be ready for externship/internship in the next six months and include a list of sites currently available for that purpose.