

## **Non-Credit Internships Document of Record**

### **Overview**

In order to offer students a formative professional experience to accompany their summer academic curriculum, non-credit internships are available in Shanghai, Taiwan, Jordan, Prague, and Washington, DC.

### **Expectations**

Internship placements run for the duration of the summer programs.

Interns are expected to:

- enroll in a minimum course load
- work roughly 10-12 minimum hours weekly at their placement
- take their responsibilities seriously and observe all norms of professional and ethical conduct
- attend weekly check-in meetings run by program staff
- maintain a work log signed by their supervisor.

Readings and reflection templates are made available to students for use on an optional basis, but are not required.

If a student fails to attend more than one weekly check-in meeting, does not work the required number of hours, or performs poorly at the placement, they may be dismissed from the internship and/or the program.

Students may not withdraw from a not-for-credit internship placement after the add/drop period unless there is a compelling medical, academic, or personal reason for them to do so. Students may not transfer from a credit-bearing internship to a non-credit internship after the add/drop period without a compelling medical, academic, or personal reason for them to do so. Permission to withdraw or transfer is subject to the approval of the Program Director.

### **Evaluation**

Satisfactory or unsatisfactory completion of the non-credit internship will be noted on the student's transcript.

### **Fees**

Program fees remain the same for students opting into a non-credit internship.