An academic internship is a method of receiving academic credit for work experience gained in a “real world” environment related to a specific field of study. UPT offers the opportunity for internships in the following areas:

- Accounting (ACCT 1399)
- Business Information Systems (BIS 1399)
- Business Management (BUS 1399)
- Computer Technology (CS 1399)
- Health Related Professions (HRP 0080)
- Human Services (HUSERV 0399)

Certain regulations and requirements must be observed which are as follows:

1. **THE STUDENT:**
   A. Students must have completed a minimum of 30-45 credits, depending on the program requirements in the course syllabus, with a minimum overall GPA of 2.5 in their associate degree program.
   B. Students must have grades no lower than “C” in their major courses (ACCT, BIS, BUS, HRP, HUSERV) to be eligible for an internship.
   C. The student is required to attend an Internship Preparedness Session with the Internship Coordinator/Supervisor at UPT before the internship can begin and at which time they will be given a copy of the course syllabus. Internships can be completed in the fall, spring or summer semesters but must be arranged before the semester begins.
   D. The student may begin the internship before registering for the class; however, registration must take place during a regular registration period.
   E. No more than three credits can be earned through the same position.
   F. The internship may be in a paid or unpaid position.
   G. The student cannot do an internship in an organization where he/she is currently employed. Exceptions may be granted by the Internship Coordinator if 1) the student will be assigned new tasks related to the internship and 2) adequate supervision is maintained.

2. **THE INTERNSHIP COORDINATOR:**
   The Internship Coordinator/Supervisor at UPT and the student are jointly responsible for finding the internship location. The student’s Academic Advisor is a key figure and should be included in all transactions. No internship site will be approved until a visit to the site has been completed by the Internship Coordinator/Supervisor. The position must be one that allows the student to use the skills acquired in the pursuit of the degree.

3. **REQUIRED INTERNSHIP DOCUMENTS:**
   The student will complete and provide to their Faculty Advisor the following documents (may be obtained from the Academic Affairs Office) before the internship begins:
UNIVERSITY OF PITTSBURGH—TITUSVILLE
ACADEMIC INTERNSHIPS

A. The official Undergraduate Internship Contract with a description of the project/objectives or job duties on the internship site signed by the student, the Internship Site Supervisor, UPT’s Internship Supervisor/Coordinator and Academic Dean.

B. A current resume

C. A letter from the work site offering the student an internship.

D. Class registration form signed by the Faculty Advisor, Internship Coordinator/Supervisor and Academic Dean.

E. Depending on the job requirements, some internships may require the students to obtain additional documents such as a criminal background check, an act 33/34 clearance, an act 151 child abuse background clearance, drug-testing, Hepatitis B vaccination, HIPPA training, bloodborne pathogen training, etc. These would be the responsibility of the student to obtain before beginning the internship. Additionally, in order to obtain licensing if required in certain areas, many states will inquire as to whether the applicant has been convicted of a misdemeanor, a felony, or a felonious or illegal act associated with alcohol and/or substance abuse. Also, some internship sites require liability insurance, which would be included as part of the course fee and arranged through UPT.

4. EVALUATION AND GRADING PROCEDURE:

A. Individual meetings with the student and their Faculty Advisor during the internship period may be required. These meetings may take place at the internship site.

B. A “Student Midpoint Performance Appraisal” form and “Student Intern Final Performance Appraisal” form must be completed by the Internship Employer and submitted to the Faculty Advisor before the final grade can be awarded. Standard forms are available; however, the program area may use forms specific to their needs.

C. The grade will be awarded by the Faculty Advisor after meeting with the student at the internship site, reviewing the midterm and final evaluations, and after the student has completed all internship requirements outlined on the course syllabus.

5. TABLE OF CREDITS EARNED/ACADEMIC ASSIGNMENTS REQUIRED *

<table>
<thead>
<tr>
<th>No. of credits to be earned</th>
<th>No. of hours at the internship site</th>
<th>Academic Assignment Required</th>
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</thead>
<tbody>
<tr>
<td>1 credit</td>
<td>40 hours</td>
<td>Topical paper (5 pages in length) that integrates the intern’s experience with topics within the academic discipline approved by the UPT internship supervisor</td>
</tr>
<tr>
<td>2 credits</td>
<td>80 hours</td>
<td>Topical paper (10 pages in length) that integrates the intern’s experience with topics within the academic discipline approved by the UPT internship supervisor. AND Portfolio containing samples of student’s work at the internship site OR Reflective Journal</td>
</tr>
</tbody>
</table>

*per A&S faculty teaching guidelines
| 3 credits | 120 hours | Topical paper (15-20 pages) that integrates the intern’s experience with topics within the academic discipline approved by the UPT internship supervisor AND Portfolio containing samples of student’s work at the internship site OR Reflective Journal |