

**TITLE:** Maximum Allowance of Internships

**RESPONSIBLE UNIT:** Academic Affairs

**APPROVAL BY:** Committee on Instruction

**REVISION DATE:** December 20, 2023

## **MAXIMUM ALLOWANCE OF INTERNSHIP FOR ACADEMIC CREDIT GUIDANCE**

To ensure alignment with F-1 regulations and ISSO guidance, Program Curriculum Committees for all M.S. programs are responsible for reviewing the curriculum and indicating the maximum number of internship courses students can take within the degree program. In addition, PCC's must specify the particular course(s) to be taken concurrently with the internship(s).

## **NUMBER OF INTERNSHIPS FOR CREDIT**

Each PCC must determine the number of internships for credit that will be permitted in the academic program. It is recommended that no more than two internships be permitted.

## **DESIGNATED INTERNSHIP COURSES**

If allowing students to engage in an internship for academic credit, PCC's must specify the particular course(s) to be taken concurrently while the student engages in the internship(s). Students cannot retake the same course; each internship experience must have a distinct course.

## **CREDIT ASSIGNMENT**

PCC's must ensure that internship courses are assigned credit commensurate with other elective courses that count toward the degree, following ISSO regulations.

## **COURSE STRUCTURE AND APPROVAL**

The structure and content of this course(s) should be determined by the Program's Curriculum Committee and approved by the SPS COI to ensure that it is academically rigorous, in alignment with the program's learning outcomes, and in compliance with academic policy.

## **UTILIZATION OF CDL INTERNSHIP IN INDUSTRY COURSE**

Most SPS M.S. programs utilize the Career Design Lab's Internship in Industry course as a 3-credit elective option. For programs permitting more than one internship for credit, it is suggested to allow the CDL Internship in Industry course as one option and provide a program-specific internship course as the second option.

## **CONCLUSION**

This policy aims to streamline the management of internship courses in M.S. programs, ensuring compliance with F-1 regulations and ISSO guidance. PCCs play a crucial role in overseeing and implementing these guidelines to enhance the academic experience for students.