



BOISE STATE UNIVERSITY

University Policy 3060

Practicum and Internship

Effective Date

July 1983

Last Revision Date

April 2019

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202

Scope and Audience

This policy applies to all student practicums/internships.

1. Policy Purpose

To outline department authority to establish practicums/internships and student enrollment requirements.

2. Policy Statement

Students are encouraged to seek practicum/internship experiences for professional growth and real-world experiences. This policy establishes department guidelines for offering practicums/internships; student application and eligibility requirements; and maximum credits allowed for practicum/internship experience.

3. Responsibilities and Procedures

3.1 Department Guidelines

All Boise State departments may offer internships pursuant to the following:

- a. Individual internships must receive approval by the academic department whose course prefix is being used.
- b. Department internship coordinators shall provide students with written documentation outlining internship expectations.
- c. To assess progress and ensure a quality internship experience, the department internship coordinator will facilitate ongoing communication with the student during the internship.
- d. The internship program will be evaluated by individual departments.
- e. Academic departments may have specific requirements for students who seek to register for an internship.
- f. Department internship coordinators will be required to use the online internship database to approve and decline internships.

3.2 Student Guidelines

- a. Pursuant to the federal Fair Labor Standards Act, students are not allowed to perform an internship or practicum solely as an unpaid worker or volunteer and as such the student must register for credit concurrent with the performance of the internship or practicum.
- b. Students must apply for internships and meet the following eligibility requirements:
 - (i.) 293 Internship: Students must have a minimum 2.0 cumulative GPA and approval of the Department Internship Coordinator and the Site Supervisor.
 - (ii.) 493 Internship: Students must have a minimum 2.0 cumulative GPA and approval of the Department Internship Coordinator and the Site Supervisor. In addition, they must have Upper-division standing, or approval of the Chair of the department and the Dean or Associate Dean of the college in which the internship is being offered

- (iii.)590 Internship: Students must have a minimum 3.0 cumulative GPA, approval of the Department Internship Coordinator and the Site Supervisor, and graduate standing.
- c. Students must complete and submit the “Internship Application for Academic Credit” at the Career Center’s website at www.boisestate.edu/career/.
 - d. Students must receive approval for their internship by the academic department’s internship coordinator whose course prefix is being used.
 - e. Students participating in internships must complete the on-line internship workshop found on the Career Center website. Students need only to complete this workshop during their first internship for academic credit. This workshop must be completed within two weeks of the academic deadline for adding an internship for that term.
 - f. Internships must be completed during the term in which the student is receiving academic credit.
 - g. Students must meet with their department internship coordinator, who will evaluate the student’s work to ensure it meets department guidelines and determine how many credits the internship should be assigned. Students earn one credit for each 45 hours of work.

3.3 Maximum Credit Allowed

3.3.1 Undergraduate

No more than twelve (12) credits earned in internships, practicum and Work U (293, and 493, and 493U) may be used to meet university graduation requirements.

3.3.2 Graduate

The Graduate Council establishes limits on the number of credits awarded for internship experience at the graduate level (590). Each department can establish their own credit limits for meeting departmental graduation requirements.

4. Related Information

Career Center Website:

<https://www.boisestate.edu/career/>

Revision History

January 1994; May 2010; November 2010; March 2014; April 2019