Internship course syllabus requirements

To be fully compliant with the Internship Policy, each internship course syllabus should:

☐ Indicate that a pre-internship orientation will be held. These topics should be discussed at the orientation:
  ▪ Using the Internship Registration and Management System (IRAMS)
  ▪ Assignments and expectations
  ▪ Grading procedures
  ▪ Standards of personal conduct
  ▪ The nature and amount of supervisory contact between the faculty advisor/department coordinator and the student
  ▪ The Internship Master Agreement (IMA) or IMOU which outlines the obligations of the student, university, and internship provider
  ▪ Procedures for unanticipated termination of the internship

☐ Discuss how internship providers are assessed.
  ▪ Possible ways to assess providers include asking students to complete an evaluation of their internship provider at the mid-point and end of their internships, asking about the quality of the experience in a final interview, making site visits during the internship, or other methods not discussed here.

☐ Include the course’s purpose and/or learning outcomes
  ▪ Learning outcomes are listed at learningoutcomes.byu.edu

☐ Include a course outline
  ▪ Include assignment due dates
  ▪ State how many hours of work are required per hour of internship course credit (minimum is 42 hours per credit)

☐ Discuss the assignments students will complete
  ▪ Include one or more of the following elements:
    ▪ texts/readings
    ▪ paper/reports
    ▪ projects/research
    ▪ presentations/demonstrations

☐ Discuss how students will be graded
  ▪ Grading scale (e.g., 95% = A, 90%-94.9% = A-, etc.)
  ▪ Weights or point values of each assignment