

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