

Proposal

Change the current policy on required clock hours for internship credit from 30 to 40 clock hours per week for each credit hour to minimally 40 clock hours per week for each credit hour.

Rational

- Calibration with the Higher Learning Commission/North Central Association: Faculty representatives from the academic councils (Council on Academic Affairs, Council on Graduate Studies, and Council on Teacher Education) have been reviewing Eastern's Instructional Time (Minutes/Hours) Per Credit Hour policies in an effort to calibrate these policies and insure they reflect the practices expected by the Higher Learning Commission of the North Central Association, Eastern's accrediting body.
- Calibration with the Undergraduate Internship Policy: The current undergraduate internship = 40 clock Hours/credit hour ratio complies with the HLC/NCA federal standard. The current Undergraduate Catalog states: *While internships may vary in duration, credit, and requirements, a minimum of one week of full-time employment is required for each semester hour of credit.* The interpretation of one week of full-time employment is 8 hours per day for 5 days resulting in 40 clock hours per week for each semester hour of credit.

Catalog Copy**Applied Graduate Experiences**

Advancing professional achievement through applied learning is another hallmark of graduate education at Eastern. The applied experiences described below may be requirements or electives in many degree programs.

Graduate Internships

A graduate internship is a discipline-specific opportunity for a degree candidate to apply graduate knowledge and skills in professional practice at an on- or off-campus site under the supervision of qualified professionals.

Graduate students may be placed at internship sites only when the Board of Trustees of Eastern Illinois University and the agency, specified by its legal name, have signed a written agreement. The agreement must be signed by the Office of the Vice President for Business Affairs, the agency representative, and the program representative. An original copy of the agreement must be on file in the Vice President's and agency's offices, with copies of the agreement on file in the sponsoring department. An internship agreement requires the following information:

- An outline of the responsibilities, commitments, and supervision requirements of both the University and the agency.
- Specification of the intern's duties, expectations, and required range of weekly contact hours; student performance evaluation procedures; completion of a final written student report of the internship
- Specification of the qualifications of the on-site supervisor and supervisor evaluation procedures
- Specification of the role of the on-campus liaison, required site visits, and internship site evaluation procedures
- Time limits of the agreement and procedures for reviewing and up-dating the agreement to insure that the quality and nature of the experience are consistent with program goals, objectives, and standards.

Graduate internships require appropriate graduate study and preparation prior to internship placement in order to meet the expectations of the on-site agency.

Internships are typically planned to be taken after the mid-point of the degree program is completed. A minimum of one week of full-time experience is required for each semester hour of credit. **Full-time experience requires minimally 40 clock hours of experience each week. The majority of hours are expected to be hours on-site in the internship; however some hours may also be devoted to instruction (class time) and homework directly related to the internship experience. Degree programs may require more than the minimum number established by the Graduate School. Full-time experience usually requires six clock hours each day, culminating in about 30 clock hours of experience each week.** The Graduate School requires that a minimum of 21 semester hours be completed in courses exclusive of internship and other variable credit experiences as independent study, research, thesis, and special courses and workshops. Programs may restrict the number of semester hours of internship that may count toward the degree program.

Graduate Study Abroad

The study abroad curriculum includes both opportunities to experience the University's courses at an international site or to engage in an exchange program for a full term or year of study abroad. Candidates should consult with program advisors regarding study abroad applications to degree programs and with the Office of Study Abroad to determine study abroad options.