

SECTION: 2.0

SUBJECT: PRACTICA AND INTERNSHIPS

Background: The purpose of this policy is to define internship and practicum, and the roles and responsibilities of the student, Faculty Supervisor, and On-Site Internship/ Practicum Supervisor.

Point of Contact: Academic Affairs

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Academic Programs, Professional-Technical Programs

Date of approval by LCSC authority: February 1987

Date of State Board Approval: N/A

Date of Most Recent Review: December 2014

Summary of Major Changes incorporated in this revision to the policy: Updated language to reflect current options (internships and practica); clarified roles and liability. Fold Policy 2.123 into new Policy 2.122.

Internships and practica contribute to students' overall academic development and provide a mechanism for students to apply skills and gain work experience prior to graduation. This policy delineates responsibilities of parties involved in the practica or internships.

Definitions

Practicum: credit for approved work-based experience characterized as primarily observational, exploratory, and/or job shadowing in nature. Practicum is generally unpaid. College faculty supervise and evaluate student performance in the practicum experience. Letter or pass/ fail grade may be assigned.

Internship (also called co-op, clinical, or field experience): credit for approved work-based experience that is specific in nature and generally follows completion of foundational didactic coursework. Internship experience can be characterized by independent work in an organization or agency that leads to achievement of measurable student learning outcomes or objectives. An internship generally lasts one or more semesters and may be paid or unpaid. College faculty supervise and evaluate student performance in the internship. Letter or pass/ fail grade may be assigned.

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Responsibilities

Student

1. Pursuant to the federal Fair Labor Standards Act, a student is not permitted to complete an internship or practicum solely as an unpaid worker or volunteer. Therefore, the student must register for credit concurrent with the performance of the internship or practicum.
2. To be eligible for an internship or practicum, the student must have a minimum cumulative GPA of 2.0.
3. The student must receive approval for the internship or practicum from the course instructor or division chair.
4. The student earns one credit for 45 hours of work completed and must be supervised by an LCSC instructor for the duration of the internship or practicum.
5. Student performance is evaluated by an LCSC instructor.
6. Internships or practica must be completed during the term in which the student is receiving academic credit, unless other arrangements are made with the instructor and Division Chair.
7. The student intern must complete an internship orientation workshop prior to beginning the internship.
8. The student will follow all personnel rules, regulations, and other standard requirements of the host organization/employer.
9. The student will, if necessary, purchase a liability insurance policy to protect against claims arising out of the internship experience. See below for LCSC liability coverage details.

Faculty Supervisor

1. Maintain the quality of the internship or practicum by providing a syllabus which outlines course competencies and expectations, and guides the student in developing goals for the experience.
2. Provide supervision and guidance by communicating with the student regularly, by the most direct means possible.
3. Collaborate with the on-site internship supervisor in guiding student learning and reviewing student performance.
4. Assess student learning based upon course competencies, observations by the faculty supervisor, and input from the on-site internship supervisor.

On-site Internship/ Practicum Supervisor

1. Provide the student with normal supervision and guidance as needed in the performance of the tasks described in the course syllabus

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2. Communicate periodically with the student and Faculty Supervisor concerning the student's performance and learning
3. Provide the student and Faculty Supervisor with a copy of the final review of the student's performance and learning achievement.

Liability Insurance and Workman's Compensation

1. All students enrolled in internships or practica will carry LCSC health insurance or other private health insurance for their own protection.
2. LCSC's liability coverage for the school, faculty and staff is provided through a self-funded liability program administered by the State of Idaho Risk Management Program. Limits of liability are \$500,000 per occurrence, which amount is LCSC's limit of liability under the Idaho Tort Claims Act specified in Idaho Code 6-901 through 6-929.
3. A student enrolled in an internship or practica is under the LCSC's liability coverage provided by the State of Idaho Risk Management Program during his/her hours of scheduled internship or practica. Limits of liability are \$500,000 per occurrence, which amount is LCSC's limit of liability under the Idaho Tort Claims Act specified in Idaho Code 6-901 through 6-929.
4. The internship/ practicum site should report student interns to their worker's compensation insurance carriers prior to signing a learning contract.