

COLLEGE OF ARTS AND SCIENCES
Internship Coordinator
Position Description

Title: Department/Program Internship Coordinator

For the purposes of this position description, an internship is relevant work experience for which a student receives academic credit, as defined by the Winthrop University Policy on Experiential Learning (<http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=346>).

This policy applies to Internship Coordinators in those disciplines that do not require a professional work experience as a requirement to earn professional licensure (i.e. Social Work, Human Nutrition, and Teacher Certification).

Responsibilities:

- Work with students and internship placement supervisors to ensure the appropriateness of the student's placement in terms of required hours, scope, relevance, and level of responsibility.
- Ensure the University's policies and practices for internships are fully enforced (<http://www2.winthrop.edu/public/policy/fullpolicy.aspx?pid=346>).
- Develop and evaluate academic assignments that are rigorous and appropriate for the experience, the discipline, and the credit hours required.
- Arrange one on-site visit (30 minutes minimum) for each intern, pursuant to the University policy. As stipulated in University policy, if an in person site visit is not feasible because of geography or other reasons, the supervisor and student should arrange a virtual site visit using appropriate technology.
- Develop and maintain relationships with appropriate placements.
- Develop and distribute syllabi, provide information on placements and assessment data for department/program reports, and maintain academic records as appropriate.
- Attend internship coordinator meetings convened by the College of Arts & Sciences and/or the Division of Academic Affairs.
- Recruit students and advertise internship opportunities.
- Other duties as assigned.

Compensation: During the academic year, a minimum of six to eight (6-8) interns, depending upon distance, academic requirements, and student credit hours earned, must be enrolled for credit for faculty to be the equivalent of a three credit hour course. Otherwise, faculty will be paid a flat rate of \$250 per intern.

Faculty members supervising interns enrolled during summer session will earn \$250 per intern.

This policy applies to students who are earning internship credit at Winthrop University. Students must complete the internship in the semester/term in which they are enrolled.

Departments will reimburse faculty members for mileage to internship sites pursuant to the University's travel policy.