

LSU Internship Council By-Laws

Mission

- To identify and create more diverse and comprehensive internship programming by broadening opportunities for students in all academic disciplines and increasing awareness of the importance of gaining work experience and career self-efficacy before commencement.

Function

- The Campus-wide Internship Council (hereinafter referred to as the 'Council') will function as an advisory board for Career Services in its ongoing attempt to create tailor-made solutions for various academic departments and programs and to support faculty through classroom presentations and resources. The Council will have advisory functions for the Office of Academic Affairs and Faculty Senate as well, especially with regard to all policy-making related to internship programs and other experiential learning experiences. Council will seek input from those concerned about internship policies and procedures.

Meetings

- Meetings will take place the second Thursday of each month, or as needed; however, an open forum for ancillary members- internship advisors across all disciplines- will take place at least annually. In addition all Council members and ancillary members will be sent e-news updates on internship and/or Council initiatives up to twice per semester in a form easily forwardable to deans and other faculty and staff of interest as needed. Agenda items will be sought in advance. A Career Services representative will organize the information to prepare for the meetings to be led by the Council Chair.

Reporting

- The Council Chair will be responsible for minutes preparation and distribution; report writing and record-keeping; public relations and communications among all parties involved; implementation and logistics support.

Amendments

- Amendments of changes to the Council By-laws require a 2/3 council majority vote of the members present or via email.

Membership

- The Council will be comprised of 2 Career Services staff members, an Academic Affairs representative, a Faculty Senate representative, an employer, a student, and faculty or staff members from various disciplines across campus. The employer will have strong ties to the university and is regularly engaged in intern recruitment. Staff and faculty members serve in an advisory capacity regarding internships within respective colleges/departments.
- Members will be suggested by the council and voted upon amongst the committee. Appointments are made from the Vice Chancellor of Student Life and Enrollment. Nominations will be solicited from the Provost, Faculty Senate, and Vice Chancellor of Student Life and Enrollment.
- Members commit to serve in 3-year terms with a one-third rotation each year, for up to two terms- with the exception of the Council Chair.

Officers

- To ensure continuity of purpose and to provide management of the council, one of the Career Services representatives will serve as Chair.
- The chair will be permanent and will be appointed by the Vice Chancellor of Student Life and Enrollment who may seek input from the Council at his/her discretion.

Last updated August 2013

Nomenclature: Experiential Learning – Defined

**= Experiential Learning Credit Qualifiers*

Note: As experiential learning can be defined as gaining knowledge for a subject through experience, experiential education will be substituted and used in the same context for the remainder of this document.

Experiential Education

Experiential education provides the philosophical basis for many educational programs and practices, including cooperative education; experiential education involves learners in constructing knowledge and meaning as they actively participate in the world around them, typically in environments outside a traditional classroom.

According to the Association for Experiential Education (AEE), experiential education is “a philosophy and methodology in which educators purposefully engage with learners in direct experience and focused reflection in order to increase knowledge, develop skills and clarify values.”

Internship

Internships are a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Internships also give employers the opportunity to guide and evaluate students.

Internships are typically one-time work or service experiences related to a student’s major or career goal. The internship plan generally involves a student working in a professional setting under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid and the student may or may not receive academic credit for performing the internship.

Co-op

Cooperative education provides students with multiple periods of work in which the work is related to the student's major or career goal. The typical program plan is for a student to alternate terms of full-time classroom study with terms of full-time, discipline-related employment. Since program participation involves multiple work terms, the typical participant will work two or more work terms, thus gaining a year or more of career-related work experience before graduation. Virtually all co-op positions are paid and the vast majority involves some form of academic credit.

During the co-op experience students will receive ongoing advising and the co-op will be structured to meet the student's academic and/or career goals. Co-op experience usually is included on a student's transcript in addition to being awarded 3, 6, 9, or 12 credits for its completion.

Practicum

A practicum is generally a one-time work or service experience done by a student as part of an academic class. Some practicums offer pay, but many don't. Almost all are done for academic credit. A practicum experience provides students with an opportunity to apply classroom learning in a workplace environment. Students utilize skills learned throughout their academic curriculum, such as: communication, interpersonal, analytical, and research skills. Students have an opportunity to bring classroom learning to the workplace (i.e. bring classroom learning and new methods/theories current in the field). Students work closely with a faculty member in designing and completing the practicum and academic credit is awarded upon its completion.

Fellowship

Fellowships or scholarships provide tuition or aid to support the training of students for a period of time, usually between 6 months to one year. They are usually made by educational institutions, corporations, or foundations to assist individuals pursuing a course of study or research. Post-graduate fellowships assist students at the graduate level while post-doctorate fellowships provide monies for those who have already achieved their doctorate degree.

Other terms frequently associated with experiential education but not defined as or covered in this policy as experiential learning include: Externship/Job Shadowing; Service Learning; Independent Study; Volunteering; Student Teaching

Externship/Job Shadowing/Internship Practicum

An externship or job shadowing experience allows a student to spend between a day and several weeks observing a professional on the job and is a good way to get exposure to a career field and job environment. Such experiences are unpaid and are generally not done for academic credit.

Service Learning

Service-Learning is a “credit-bearing, educational experience in which students participate in an organized service activity that meets identified community needs and reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility.” Bringle and Hatcher