

The Internship Workgroup with members from the Office of Undergraduate Education, Academic Support Resources, Student Finance, and Career Services began meeting in October 2021 to develop an internship policy with consultation throughout the process. Individuals and groups consulted are indicated in this document.

<b>Date</b>	<b>Campus</b>	<b>Group/Person</b>	<b>Focus</b>	<b>Key Take-a-ways</b>
11/4/21	UMTC	CLA: Judy Anderson, Nanette Hanks, Char Myers	Learning about CLA Career Readiness	CLA recommended we meet with Sara Nagel Newberg from Career Services. Following this meeting Sara joined the working group.
2/28/22	UMTC	ISSS: Betsy Madden	International Students	ISSS allows international students to take an internship/practicum/CPT course in the spring before or fall after a summer internship. This allows the students to include the credit(s) in their required course load and not pay extra in summer tuition. When a college or department has a different policy we defer to that policy. When allowed, most students take the class in the fall after.
3/24/22	UMTC	CBS: Hussain Bandy, Forest McMillan	Initial input	Initial input and shaping of rough draft policy feedback.
3/25/22	UMTC	CSE: Amber Hodges, Angela Froistad	Initial input	Initial input and shaping of rough draft policy feedback.
3/28/22	UMTC	CEHD: Denise Felder, Nicole Shopbell, Don Riley	Initial input	Initial input and shaping of rough draft policy feedback.
3/28/22	UMTC	CDes Student Services	Initial input	Initial input and shaping of rough draft policy feedback.
3/30/22	UMTC	CLA:CLA: Judy Anderson, Nanette Hanks, Char Myers, Maggie Heier, Bavi Weston	Initial input	Initial input and shaping of rough draft policy feedback.
3/30/22	UMTC	CFANS: Hal DeLaRosby, Mari Ruddy	Initial input	Initial input and shaping of rough draft policy feedback.
3/31/22	UMTC	CSOM: Lisa Novack, Rebecca Dordel, Jan O'Brien	Initial input	Initial input and shaping of rough draft policy feedback.
6/20/22	UMTC	CFANS: Hal De La Rosby	Initial input	Hal shared with the development committee about scholarships offered in CFANS and field experience opportunities.
6/27/22	Big 10	Big 10 Registrar's Group	Policy Development	Reviewed internship policies and practices at Big 10 peer institutions. Practices vary wildly, but there is common concern about financial aid compliance.
8/2/22	UMTC	CSE: Amber Hodges, Angela Froistad	Draft policy feedback	Reviewed draft policy and added language about Co-ops.
8/8/22	UMTC	CDes	Draft policy feedback	Reviewed draft policy and discussed internship practices in CDes.
9/12/22	UMTC	CLA: Char Meyers, Nanette Hanks	Draft policy feedback	Reviewed draft policy and discussed current practice in terms of course credits. Adjusted policy language from a maximum of 2 credits for an internship course to 3 credits.
9/19/22	UMTC	Brandi Hoffman, Dept. of Kin	Draft policy feedback	Reviewed draft policy language.
9/21/22	UMTC	CCAPS, CFANS, CSOM, Kinesiology	Draft policy feedback	Reviewed draft policy language.
9/28/22	UMTC	CEHD: Nicole Shopbell	Draft policy feedback	No concerns.
12/16/22	UMTC	LAC: Christine Anderson and Emily Mraz	Draft policy feedback	Discussed learning abroad courses that exist at 4 and 6 credits. Agreed to review those syllabi to determine if an exception would be warranted for internships completed abroad (e.g. additional study needed for cross-cultural experience).
1/11/23	Morris	Marcus Muller, Registrar	Draft policy feedback	Policy review. Morris is working to develop its own policy, so at this time the policies will remain separate.
2/20/23	UMTC	CLA: Nicola Imbrascio & Ascan Koerner	Draft policy feedback	Distinguished between hours at an internship site and credit awarded by the University. Planned for additional meetings with CLA to continue shaping the policy.
4/11/23	UMTC	CLA: Nicola Imbrascio & Char Myers	Draft policy feedback	Shaping of the draft policy.
4/24/23	UMTC	CLA: Nicola Imbrascio & Char Myers	Draft policy feedback	Shaping of the draft policy.
5/2/23	UMTC	CLA: Nicola, Char, Emily Ronning, and Laura S.	Draft policy feedback	Shaping of the draft policy.
5/12/23	UMTC	CLA, Psychology: Nicola, Char, Mike Houlahan, Christina Wiencke	Draft policy feedback	Discussed Psychology's 4 credit internship course and agreed to additional conversation.

5/31/23	UMTC	CDes: Juanjuan Wu, Mary Vincent, Heather Nagle	Draft policy feedback	Discussed implications for CDes and it was decided that Heather Nagle would consult with CDes faculty on internship course development.
6/8/23	UMTC	CEHD: Nicole Shopbell, Patrick Doble	Draft policy feedback	Reviewed the proposed policy, no concerns.
6/14/23	UMTC	Psychology: Michael Houlahan	Draft policy feedback	Psychology determined it did not need to offer a 4 credit internship and could move into alignment with the proposed policy.
7/31/23	UMTC	CLA: Nicola Imbrascio	Draft policy feedback	Reviewed the proposed policy and addressed questions so Nicola could continue to share the policy internally in CLA.
8/1/23	UMTC	Advising Update	Draft policy feedback	No feedback.
8/7/23	UMTC	Registrar's Advisory Council (RAC)	Draft policy feedback	Responded to questions about how the policy applies to international students and how departments might transition to the policy.
8/18/23	UMTC	CSE: David Blank, Associate Dean	Draft policy feedback	Discussed the policy as it impacts CSE.
8/22/23	UMTC	CSOM: Lisa Novack	Draft policy feedback	Reviewed the draft policy.
8/29/23	UMTC	CEHD, OLPD: Daniel Koza	Draft policy feedback	OLPD offered a 4 credit internship, discussed the need and implications of a change. Daniel thought it a viable option to adjust the course to 3 credits.
9/13/23	UMTC	CLA	Draft policy feedback	Updated draft policy to include consistent language for out-of-class work. CLA requested change to "contract or agreemeent" language that was determined to be CLA-specific and still in alignment with the proposed policy language.
9/21/23	UMTC	Undergraduate Academic Policy Implementation Group	Draft policy feedback	Reviewed policy and determined additional follow up was needed with CEHD.
10/5/23	UMTC	IonE, Humphrey	Draft policy feedback	Added language to an FAQ that gives units flexibility to establish a contract prior to the internship start or at the beginning, in case a contract is developed as part of coursework.
10/18/23	UMTC	CFANS: Hal DeLaRosby, Heather Nagle	Draft policy feedback	Reviewed policy in relation to CFANS. No concerns.
10/21/23	UMTC	ISSS: Betsy Madden	Draft policy feedback	emailed....
11/1/23	UMTC	Sara Davis, USG Vice President	Draft policy feedback	Sara expressed concern about students who take internship courses for more credits than associated with a course to get to full-time status. Also concerned about the Political Science 13 credit internship course being impacted and we discussed how CLA is exploring turning that experience into a co-op.
11/10/23	UMTC	Undergraduate Student Advisory Board	Draft policy feedback	Students had questions about the political science internship, which they were advised is a unique situation being worked out in CLA. Spoke generally about the amount of time courses were based on credits and with regard to the internship policy they were satisfied with the proposed credit in exchange for academic deliverables.
1/29/24	UMTC	Undergraduate Associate Deans	Draft policy feedback	Question regarding whether an internship course could be taken prior to an internship, and there was understanding that internship courses are reflective in nature and should be completed after the experience.