



Procedure 303-16 Academic Internships

Sponsor: Academic Affairs

Purpose

To provide practical learning experiences that applies academic credit-seeking internships to on-the-job situations.

Definitions

None

Procedure

All academic internship course outlines are assigned a 289 number to any active discipline prefix, e.g., AJS 289, and are retained in the ACRES Course Bank.

1. If internship discipline is not found in the course bank, faculty or the Academic Division Dean must create the 289 course through CCC's curriculum process.
2. Approved course outlines are submitted to the Curriculum Coordinator through ACRES.

Academic credit hours will be negotiated based on the fulfillment of a student Internship Learning Contract. Forty-five (45) internship hours are required for one (1) academic credit hour. Maximum credit hours earned for internships is six (6).

The Academic Division Dean reviews and determines if the Internship Learning Contract fulfills the internship purpose and approves or disapproves the contract.

The approved contract is submitted to Registration and Enrollment Services for scheduling, and the Internship Learning Contract becomes part of the student's permanent file.

Students must register and pay tuition and any placement-related expenses and/or requirements for credit internships based on the semester hours attempted. Financial Aid may be applied in the same manner as credit hours for traditional courses, as long as student has eligibility for financial aid.

Students are guided by a learning plan that targets specific competencies. Students will complete a project mutually agreed upon by the faculty of record and the student to ensure the outcomes of the internship are met.

References

None

Procedure History

11/12/2014 New and approved by College Council

07/14/2025 Revised Sponsor from Academic and Student Affairs to Academic Affairs

Legal Review

None