

McAnulty College of Liberal Arts

College Program (CLPR) 401 - INTERNSHIP

Course Overview

The College offers this internship course as an extension of the curriculum for students seeking expanded learning through practical experience. Interns engage in business, government or in other institutional settings.

Several departments in the College offer specialized internship courses. Students interested in those internships should contact the coordinators in their respective departments. Duquesne's Office of Career Services coordinates CLPR 401 as a service to the College.

Course Goals

An internship should enhance students' academic programs as well as give them the opportunity to explore vocational options. Therefore, the internship should have both academic and vocational learning outcomes, which the student determines in consultation with a faculty sponsor.

Course Requirements and Structure

- To register for the course students must have earned 60 or more credits, have a cumulative grade-point average of at least 2.5, and have the approval of a faculty sponsor, their academic advisor, an internship supervisor, and the Office of Career Services.
- A student may not receive credit from an internship where the supervisor is a family member or reports to a family member.
- A 3-credit internship entails at least 120 internship hours, consisting of no more than 20 hours per week except during summer term, when internships may be full-time.
- A single internship may range from 1-6 credits. Students may repeat the course for additional internships.
- In consultation with their faculty sponsor, students determine whether to take the internship pass/not passing or for a letter grade. (University policy permits students to take no more than one elective class per semester for a pass/not passing grade.)
- Course objectives, internship activities, the grading system, planned meetings between the student and the faculty sponsor, the criteria for grading by the faculty sponsor, and other class details are documented in a "learning contract."
- A typical 3-credit internship entails approximately 15 pages of writing, in a form or forms determined by the faculty sponsor, in consultation with the student. Writing may consist of journals, blogs, reflection papers, research papers, or other.
- At the end of the internship the student and faculty sponsor meet for a final review and discussion of the student's work.