

EXPERIENTIAL LEARNING PROGRAMS

Individual Learning Projects (ILPs):

An individual learning project (ILP) is a well-developed course of study planned and carried out by a student. It provides opportunity to pursue academic interests in several ways: tutorial studies, directed studies and individually studied courses. ILPs are often offered as DEPT 271 or 371.

In undertaking an individual learning project, a student structures a college-level course and assumes responsibility for bringing it to fruition. A student plans a syllabus which identifies the goals, problems, methods, resources and evaluative criteria of the study. The faculty moderator gives initial approval of the project, is available for consultation and assumes responsibility for submitting a final evaluation. A department chair must approve any ILP. Unless a specific department specifies an earlier deadline, students must submit a detailed proposal for an ILP to the faculty moderator and department chair prior to the beginning of the semester.

Restrictions:

- Students are not eligible for ILPs until the start of their second year in college as a degree seeking student.
- No more than four ILP credits may be undertaken within a semester.
- A total of 16 credits of ILP may be applied to graduation except where the Academic Dean approves a greater amount.
- Upper-division ILPs have as a prerequisite the completion of 12 other credits of coursework within the department prior to the start of the ILP semester.
- Summer ILPs may only be moderated by tenured faculty who are under contract for the following academic year.
- Summer ILPs may only be completed by students who have accumulated at least 84 academic credits.
- An ILP may not count toward a major unless approved by the department chair.
- An ILP may not count toward the Integrations Curriculum unless approved by Academic Advising, in consultation with the Academic Dean of Curriculum if needed.

Academic Internships:

The CSB/SJU internship experience is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students earn academic credit in various departments across the disciplines offered for study at CSB and SJU. Academic (for-credit) internships are a work/learning arrangement and constitute a three-way partnership between CSB/SJU, the host organization, and the student intern. The internship is usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. **An integral component of the experience, which distinguishes it from other types of work, is one or more forms of structured and deliberate reflection contained within the required internship learning contract's goals and objectives.** Internships are usually offered as DEPT 397.

—adapted from Michael True's *Internship-Net listserv definition* created in April/May 2010.

1. **On-Site Component.** Academic internships at CSB/SJU would require students to complete a minimum of 40 hours on-site over the course of at least four weeks with increasing hours required on-site as credit hours increase (see Table 1 below). It is up to each academic department, under the purview of department chairs and faculty moderators, to determine whether or not minimum institutional policies are appropriate and/or allowed for credit-bearing internships within their discipline (or if requirements would need to be expanded). Further, institutional and department-specific guidelines for internships must frame experiences that continue to incorporate the learning goals. Lastly, students are also advised to check with their internship host organization to identify whether or not they will be required to complete more than the 40 hours over four weeks minimum required to earn one credit at CSB and SJU.
2. **Academic Component.** Students seeking academic internship credit must be able to demonstrate what they have learned at the internship site through complementary academic work (a.k.a. the "internship evaluation components," which should be outlined on their Learning Contract (<https://apps.csbsju.edu/internship/learning-contract/>)). Faculty moderators should assign evaluation components that are both fitting within their academic discipline, as well as appropriate for the number of credits sought. Academic work should increase as credit hours increase. ***It should be noted that typical internships are registered for academic credit in the amount ranging from 1-4 credits.*** To align academic internships with EX Designation requirements, evaluation components must minimally include either a weekly reflective journal or a final paper, as well as a virtual visit and internship reports outlined by the XPD - Experience and Professional Development Office. Faculty members may assign both a journal and a final paper or other means of evaluation that could include: an annotated bibliography, portfolio, final presentation, regular meetings with faculty moderator, required readings, etc. For more information on registration and academic internship guidelines, please visit XPD's website (<https://www.csbsju.edu/xpd/experience-based-programs/>).

REVISED INSTITUTIONAL STANDARDS AND GUIDELINES FOR ON-SITE HOURS AND MEANS OF EVALUATION RELATED TO ACADEMIC INTERNSHIPS

Number of Credits	Minimum Total Hours On-Site	Minimum Internship Duration(Weeks)	Minimum Academic Component (Means of Evaluation)
1	40	4	Weekly journal or final, reflective paper
2	80	4	Weekly journal or final, reflective paper and additional coursework determined by faculty moderator and outlined on the learning contract.

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3	120	4	Weekly journal or final, reflective paper and additional coursework determined by faculty moderator and outlined on the learning contract.	7	280	7	Weekly journals, academic paper (6-10 pages, citing peer-reviewed sources) or discipline appropriate assignment and final reflective paper and additional coursework determined by faculty moderator and outlined on the learning contract.
4	160	4	Weekly journals, academic paper (6-10 pages, citing peer-reviewed sources) or discipline appropriate assignment and final reflective paper	8	320	8	Weekly journals, academic paper (6-10 pages, citing peer-reviewed sources), or discipline appropriate assignment, final reflective paper, and a second, larger project (e.g., another academic paper, presentation or portfolio)
5	200	5	Weekly journals, academic paper (6-10 pages, citing peer-reviewed sources) or discipline appropriate assignment and final reflective paper and additional coursework determined by faculty moderator and outlined on the learning contract.				
6	240	6	Weekly journals, academic paper (6-10 pages, citing peer-reviewed sources) or discipline appropriate assignment and final reflective paper and additional coursework determined by faculty moderator and outlined on the learning contract.				

These are Academic Curriculum Committee approved guidelines, please consult with your faculty moderator for specific information.

Please note: Academic internships over eight credits are rare and the workload for such an internship would require correspondingly more hours of on-site and academic work. The terms of an 8+ credit internship will have to be negotiated with the sponsoring academic department and XPD - Experience and Professional Development Office.