POLICY TITLE	Internship Program Requirements and Implementation	**Policy Number**	608
Section	Academics	**Approval Date**	June 23, 2026
Subsection	Instruction and Curriculum	**Effective Date**	June 23, 2026
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	**Last Review**	June 23, 2026

1.0 PURPOSE

1.1 UVU is committed to preparing students for professional life after graduation through meaningful, experience-based learning and career education. Internships give students the opportunity to gain rich professional development experiences that enhance their professional skills and networks in fields they are considering for career paths. This policy will facilitate consistency of quality, data collection, student experience, academic integrity, rigor, and legal compliance of each department's internship program.

2.0 REFERENCES

2.1 UVU Policy 247 *Contract Review and Signature Authority*

2.2 UVU Policy 252 *International Travel for Students, Faculty, and Staff*

2.3 UVU Policy 522 *Undergraduate Credit and Transcripts*

2.4 UVU Policy 541 *Student Code of Conduct*

2.5 UVU Policy 601 *Classroom Instruction and Management*

2.6 UVU Policy 605 *Curriculum Approval Process*

2.7 UVU Policy 610 *Credit Hour*

2.8 UVU Policy 635 *Faculty Rights and Professional Responsibilities*

2.9 UVU Policy 639 *Adjunct Faculty*

2.10 UVU Policy 641 *Salaried Faculty Workload—Academic Year*

2.11 UVU Policy 642 *Salaried Faculty Overload*

2.12 UVU Policy 662 *Graduate Program Credit and Graduation Requirements*

2.13 UVU Policy 704*Minors on Campus and at University-Sponsored Events*

3.0 DEFINITIONS

3.1 Faculty member: An employee hired into a faculty position categorized as a full-time, benefits-eligible employee.

3.2 Faculty supervisor: A faculty member who teaches an internship course and mentors interns through the internship process.

3.3 Family member: For the purposes of this policy, family members include the individual, parents, spouse, domestic partner, children, dependents, siblings, and each of their respective spouses or domestic partners.

3.4 Intern: A UVU student engaged in an internship as approved by Internship Services.

3.5 Internship: A form of academic experiential learning that integrates knowledge and theory learned in coursework with practical application, skills development, and mentoring in a professional setting.

3.6 Internship coordinator: A staff or faculty member who oversees an internship program, including consultation and internship course registration, for a particular college/school or department.

3.7 Internship provider: The organization providing the internship experience.

3.8 Internship Services: University department comprised of university staff and administration charged with supporting and facilitating internships through the University.

3.9 Remote internship: A work experience program in which the participant (intern) gains experience while working in a remote professional setting and is not physically present at the job location.

3.10 Site supervisor: A supervisor at an internship site who trains and mentors student interns.

3.11 Volunteer: For purposes of this policy, individuals that are not receiving credit or compensation for work performed for an organization.

4.0 POLICY

4.1 The primary purpose of an internship program is to provide UVU undergraduates with career exploration and preparation, and development of practical, professional skills. Internships should be designed to give students the opportunity to explore a specific career path, gain job

experience, and forge professional connections by working with internship providers within a chosen industry. Any current UVU undergraduate student who is 18 years of age or older and not a UVU concurrent enrollment student is eligible to apply for internship credit.

4.1.1 Departments may establish prerequisites or internship requirements in addition to the criteria outlined in this policy.

4.2 UVU Career and Internship Center provides guidance for credit-bearing internships to undergraduate students currently enrolled. The Career and Internship Center organizes, promotes, and coordinates the internship process outlined in section 5.0 of this policy. The Career and Internship Center coordinates with department/college faculty/internship coordinators.

4.3 To maximize the quality of professional and educational components of an internship experience, paid and non-paid internship programs shall include all of the following specific elements defined by the National Association of Colleges and Employers (NACE):

4.3.1 The experience shall be an extension of the coursework aligned with degree requirements: a learning experience that provides for applying the knowledge gained in the classroom. It shall not be simply to advance the operations of the internship provider or be the work that a regular employee would routinely perform.

4.3.2 The skills or knowledge learned shall be transferable to other employment settings.

4.3.3 The experience shall have a defined minimum time period and a job description with desired qualifications.

4.3.4 There shall be clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.

4.3.5 There shall be supervision by a professional employee of the service provider with expertise and educational and/or professional background in the field of the experience.

4.3.6 The site supervisor shall provide routine feedback to the student.

4.4 Resources, equipment, and facilities provided by the internship provider shall support the student's learning objectives/goals as outlined and agreed to in the *Master Internship Agreement*.

4.5 Non-paid internships must meet the "primary beneficiary test" considering the following factors established by the Department of Labor, as determined and approved in writing by the Director of the UVU Career and Internship Center:

4.5.1 The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.

4.5.2 The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.

4.5.3 The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.

4.5.4 The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.

4.5.5 The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.

4.5.6 The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.

4.5.7 The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

4.6 An experience that falls under any of the following situations shall not be considered an internship unless approved in writing by the Director of the Career and Internship Center:

4.6.1 The intern is an independent contractor or contract employee;

4.6.2 The intern is compensated with straight commission;

4.6.3 The intern is supervised by a direct family member;

4.6.4 The proposed internship is related to a course at another college or university;

4.6.5 The internship is an "ambassadorship" or similar function on the UVU campus; or

4.7 While a unique experience is preferred for an internship, in some cases students may be allowed to use their employer for an internship experience, as long as the Director of the Career and Internship Center approves the experience in writing and one of the following conditions is met:

4.7.1 The intern has worked in the proposed internship position for less than 6 months; or

4.7.2 The intern has been employed by the internship provider for longer than 2 months and the intern is assigned additional duties outside of the previously assigned job duties. The new internship shall include only the hours spent on the newly assigned duties for the internship. At its discretion, a university department may establish requirements that are more stringent.

4.8 Each university department shall establish guidelines for internship coursework and assignments in the department; faculty supervisors shall use these guidelines when building an internship course.

4.9 Faculty supervisors shall provide details about coursework and assignments in a course syllabus developed for the internship. At a minimum, this syllabus shall include identification of learning objectives and the supervisor evaluation and internship completion survey templates provided by the Career and Internship Center.

4.10 Faculty who supervise credit-bearing internships do so as part of their standard workload credit hour equivalent as instructional credit hours, as long as it does not exceed their allowable hourly workload and they are compensated appropriately by their department in accordance with compensation practices laid out in UVU Policy 641 *Academic Workload—Academic Year* and People and Culture, as well as with Faculty Senate guidelines for compensation for individualized and supervised instruction.

4.11 Only students enrolled in internship credit and working in an internship with an organization that has entered into a *Master Internship Agreement* with UVU are entitled to services provided by the supporting department and the Career and Internship Center. UVU students who choose to serve as volunteers for non-university entities or organizations shall be considered as serving as private citizens outside of their university-affiliated status, and are not subject to this policy or entitled to university services under this policy.

4.12 If a student is participating in an internship in which the student will work with minors, the student must comply with university policies that govern working with minors (see Policy 704*Minors on Campus and at University-Sponsored Events*).

4.13 UVU departments that engage UVU interns must comply with Internship Services requirements, including but not limited to giving prospective interns an offer letter using the Career and Internship Center's templates that define the scope, length, and other material terms of the internship.

4.14 The University reserves the right to terminate a student's and/or an internship provider's participation in an internship program if the University determines this participation is no longer in the best interests of the student or the University.

5.0 PROCEDURES

5.1 Students who wish to have a credit-bearing internship experience shall consult with the appropriate internship coordinator assigned to their department/college in the Career and Internship Center.

5.2 Students who wish to receive credit for an internship experience shall register for credit prior to beginning internship work and complete the internship during the academic term in which the student is receiving academic credit.

5.3 Students participating in an international internship must meet the following additional requirements:

5.3.1 Complete requirements established by UVU Policy 252 *International Travel for Students, Faculty, and Staff* as well as any procedures required by the Office of Global Engagement.

5.3.2 An international student who wishes to complete an internship shall first consult with International Student Services to determine the requirements for that student's visa.

5.4 Students shall submit an *Application for Academic Credit* to their internship coordinator and complete the internship orientation prior to registering for an internship course and/or beginning an internship experience.

5.4.1 Students shall also obtain a *Master Internship Agreement* and request that their internship provider complete and sign their required portions of the form. All forms can be found on the Career and Internship Center's website.

5.4.2 Department chairs shall make the final decision in disputes over the denial of an application for academic credit so long as the decision complies with this policy. Input is encouraged from the Director of the Career and Internship Center, the internship coordinator, and the faculty supervisor.

5.5 Each department shall determine the method for evaluating student performance. The standard method for denoting student performance shall be a letter grade.

5.6 Departments shall determine the number of hours of student internship work that equal one academic credit; however, the hours shall fall between 60 and 75 hours per one credit per semester unless otherwise approved by the Career and Internship Center.

5.7 Students may not exceed a total of 12 cumulative internship credits in any one department. Students may not exceed a total of 600 working hours on an internship assignment per semester (that is, 40-hour work week). Exceptions may be authorized through the collaborative review and approval by the Career and Internship Center and the respective department.

5.8 The department shall determine further requirements, if any, for students to participate in an internship, such as GPA, matriculation, or prerequisites, if any.

5.9 Academic requirements for the internship and the method(s) of evaluation should be clearly stated on the *Internship Learning Objectives* and discussed with the student before the internship begins.

5.10 Requirements for faculty supervisors are as follows:

5.10.1 Faculty supervisors shall have a currently active faculty role in the department;

5.10.2 Faculty supervisors shall be assigned by department chairs or by department vote of voting-eligible faculty members with consideration of the following:

5.10.2.1 Ability, desire, and willingness to mentor students;

5.10.2.2 Experience in the field, either as a professional or as an academic who has studied the field, and current knowledge of the industry.

5.11 The site supervisor's responsibilities are as follows:

5.11.1 Complete the *Master Internship Agreement* and abide by its guidelines;

5.11.2 Familiarize the intern with the workplace facility;

5.11.3 Work with the intern and faculty supervisor to create meaningful learning objectives and assign work to support the objectives;

5.11.4 Provide guidance and remain accessible to the intern;

5.11.5 Meet with intern weekly to review progress and provide feedback;

5.11.6 Communicate effectively with the faculty supervisor as needed; and

5.11.7 Complete the final supervisor evaluation and submit it to the faculty supervisor in a timely manner.

5.12 The University reserves the right to terminate a student's and/or an internship provider's participation in an internship program, and to remove a student from a work assignment at any time, if the faculty supervisor decides, in consultation with the Director of the Career and Internship Center, or if the Director of the Career and Internship Center independently determines that continued participation is not in the best interests of the University and/or its students.

5.12.1 The Career and Internship Center, in consultation with any relevant university area, shall work with students to determine the appropriate course of action in the instance of a terminated internship. Possible tuition refunds or credit earned may be given depending on the reason for terminating the internship.

POLICY HISTORY		
Date of Last Formal Review: June 23, 2026		
Due Date of Next Review: June 23, 2031		
Date of Last Action	**Action Taken**	**Authorizing Entity**
February 21, 2019	First created and approved.	UVU Board of Trustees.
July 2025	Non-substantive change: Renumbered from Policy 524 to 662.	UVU Policy Office UVU Office of General Counsel
June 23, 2026	Limited scope changes approved through regular policy process.	UVU Board of Trustees

*More information on the formal review can be found in Policy 101 section 4.7.3.