



POLICY 608 EXECUTIVE SUMMARY

Policy Number and Title: 608 Internship Program Requirements and Implementation

Date:	February 10, 2025
Sponsor:	Wayne Vaught
Steward(s):	Kat Brown
Policy Process:	Regular
Policy Action:	Revision—Limited Scope
Policy Office Editor:	Amanda Cooke
Embedded Attorney:	Click here to enter the name of the embedded attorney.

Issues/Concerns (including fiscal, legal, and compliance impact):

There are some things in the policy that need to be updated to be consistent with current practice.

Suggested Changes:

(1) Update the title throughout document to reflect the department name “Career & Internship Center”, including in 4.6, and 4.7; (2) Delete section 4.6.6 about remote internship; (3) Delete the words “in writing” in sections 4.6 and 4.7; (4) Change 2 months to 6 months in section 4.7.1; and, (5) Change “Learning Agreement Form” to “Internship Learning Objectives” in 5.9.

Requested Approval from President’s Council: Entrance to Stage 1

Proposed Drafting Committee: Tammy Clark, McKay Isham, Michael Snapp, and a faculty member TBD.

Target Date for Stage 1 Draft to Enter Stage 2: [Click here to enter a date.](#)

Target Date for Board of Trustees Review: [Click here to enter a date.](#)