

# INTERNSHIPS/COOPERATIVE EDUCATION PROGRAM

Internships (and Cooperative Education) is a program of learning that combines classroom study with practical work experience outside the formal academic setting. Many academic programs at TWU provide undergraduate and graduate students the opportunity to participate in such activities. Upon graduation, students will have both a degree and work experience in their chosen field. For more information, contact the Pioneer Center for Student Excellence (<http://www.twu.edu/pioneer-center/>) at 940-898-3755.

## Out-of-State Internships

In order for TWU to offer on-the-ground internships in other states, the University must obtain permission from the higher education departments of those states. Visit the State Authorization website (<http://www.twu.edu/tlt/state-authorization/>) to learn if TWU is authorized to send students to another state for an internship experience. If the state you would like to go to is not approved for internships, contact the Office of Teaching and Learning with Technology (<https://twu.edu/tlt/>) to discuss an alternative location.

## Academic Credit Requirements

To obtain academic credit in the Internships (and Cooperative Education) program, a student must:

1. have the recommendation of the student's major or minor department;
2. meet or exceed the student's departmental minimum grade point average;
3. be in academic good standing; and,
4. be available to work the number of hours per week specified for credit.

## Academic Credit

Academic credit is given for work in positions related to the student's major or minor courses of study. In certain situations, it is possible to receive academic credit if already employed, as long as the current position meets the requirements of the department awarding credit.

All qualified Internship/Cooperative Education programs must meet certain requirements. The program at TWU is based on the following requirements:

1. The work experience must be of sufficient duration to be a meaningful part of the student's academic program, generally the regular semester schedule.
2. Minimum standards of work performance must be maintained by the University and by the employer. The student's work must be evaluated periodically by the student, the employer, and the faculty. The credit and grade for the course are based on evaluation of the student's performance and assigned by a faculty member in the academic department.
3. At the discretion of the department, a maximum of six (6) semester credit hours can be used toward an undergraduate or graduate degree. Any other registration in Internship/Cooperative Education courses will be posted to the student's transcript and will be evaluated as hours in addition to those required for the degree.

4. Recommendation for credit toward the graduate degree is made by the student's academic department.

## Work Schedules

Internship students can participate in part-time or full-time work while registered for classes. Each work period is of such duration (approximately 15 weeks during the fall and spring semesters and 10 weeks during the summer semester) that it provides sufficient opportunity to gain in-depth experience in an area related to the student's academic or career goals. The student and employer together will determine a mutually agreed-upon work schedule.

## Internships (and Cooperative Education) Course Description

Internship/Cooperative Education work arrangements are made between the University, business, industry, or selected institutions appropriate to the particular academic program. Work assignments are determined on the basis of student interests, skills, and degree program. The student will apply the ideas and processes learned in other courses in practical experience under professional supervision.