



**CHADRON
STATE COLLEGE**

**Academic Internships
Spring 2026**

Academic Internships

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Academic Internships

This manual, provided to students prior to enrolling in their internship, serves as a required reading document for the internship course and is designed to be used in conjunction with the project site on Canvas. All materials contained in this manual are provided in electronic form on the CSC website.

What is an internship?

Internships, whether required or elective, allow students to apply classroom knowledge in real-world settings as part of their degree program. Students may earn up to 18 internship credits throughout their undergraduate academic career, with a maximum of 12 credits earned per semester. Graduate students may earn up to six credits of internship toward program completion.

One credit is awarded upon completing 45 recorded hours of work. (A three-credit internship course will require a minimum of 135 recorded hours of work.) A student must sign up for a minimum of one credit to be enrolled in an internship course. All internships will be 16-week courses unless the student is enrolled after the add/drop deadline and is then approved to enroll in a second eight-week section.

Internship requirements

1. Students must be enrolled in a degree-seeking program.
2. **Undergraduate students** must have a minimum 2.00 cumulative GPA and must have completed at least 30 credit hours that can be applied toward a CSC degree. **Graduate students** must have a minimum 3.00 cumulative GPA and must have completed at least 18 credit hours that can be applied toward a CSC degree.

Pre-Internship Processes and Procedures

Student Pre-Internship Procedures

1. Students enrolled in degree programs with an internship requirement and/or those who receive a Nebraska Career Scholarship should begin discussing internship expectations with their faculty advisor as soon as possible after enrolling at CSC.
 - a. *Students who acquire a Nebraska Career Scholarship are required to complete their internship within the state of Nebraska.*
2. Students should account for an internship when creating their plan of study.

Faculty Advisor Pre-Internship Procedures

1. Meets with advisees regularly to discuss the value of experiential learning through an internship experience during each academic advising meeting.
2. Prepares students for the internship experience by reviewing expectations and assisting students in targeting relevant and valuable internship sites.
3. Workshops potential student learning outcomes with students to guide them as they begin their internship experience.

Internship Enrollment Processes and Procedures

Student Procedures

1. Students must identify an appropriate internship site and site supervisor before completing the Internship Enrollment Form.
2. Once an internship site and site supervisor have been identified and the form has been filled out, students meet with their faculty advisor to review the form and submit it for approval. *It is the student's responsibility to schedule and attend the meeting.*
3. Once approved and enrolled, students will complete all course requirements through Canvas, as outlined in the Canvas course.

Faculty Advisor Procedures

1. Once a prospective internship site and site supervisor have been selected by the student, the faculty advisor meets with the student to review the Internship Enrollment Form.
2. At the conclusion of the meeting with the student, the faculty advisor signs and submits the enrollment form to the supervising dean, unless the student is completing an internship in a different discipline housed in another school, in which case the advisor will submit the form to that dean.

Dean & Dean OA Procedures

1. Once the enrollment form is received from the faculty advisor, the dean will verify the following:
 - a. The number of total credit hours the student is requesting for the semester does not exceed the maximum allowed and if they do, an overload request has been submitted and approved.
 - b. All required signatures have been received.
 - c. The instructor of record is correct.
2. If an internship course is already built, the Dean OA will enroll the student into the relevant section and notify the student and all necessary parties.
 - a. If a course is not already created, the Dean OA will build a new internship section, enroll the student, and notify the student and all required parties.
 - b. The Dean OA will enroll the student in the course section according to the student's Nebraska Careers Scholarship response.

Course Instructor Procedures

1. Where possible, each academic department with an internship requirement designates an instructor of record each semester. *(Any changes to teaching assignments must comply with Section 5.2.3 of the SCEA Agreement.)*
2. When preparing the course, the instructor has three options for content delivery:
 - a. Roll over internship course content from a previous semester,
 - b. Build a new course, or
 - c. Consult with TLPEC to copy the generic CSC Internship course template into the current course shell and revise the content to align with disciplinary learning outcomes.
3. Create and distribute a course syllabus to enrolled students within Canvas.
4. Submit course syllabus to department/Dean OA within the first week of the course start date.
5. Adhere to the roles and responsibilities outlined below.

Internship Roles and Responsibilities

Roles and Responsibilities of the Student Intern

As the student enters the internship site, he/she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Being consistent and punctual in the submission of all work assignments to the internship site supervisor and course instructor.
2. Tracking and verifying internship hours with their site supervisor, following the process set by the course instructor.
3. Maintaining professional relationships with internship site stakeholders (i.e., employees, customers, and so forth).
4. Relating and applying knowledge acquired in the academic setting to the internship site setting.
5. Following all internship site work hours, policies, procedures, and rules governing professional staff behavior.
6. Notifying their internship site supervisor in advance if they are unable to attend work or need to adjust their schedule.
7. Providing the final evaluation form to the site supervisor at the conclusion of the internship.

Roles and Responsibilities of the Internship Site Supervisor

It is the responsibility of the internship site supervisor to provide direct on-the-job supervision of the student intern that includes the following:

1. Orienting the student intern to the internship site's structure and operation.
2. Orienting the student intern to the internship site's policies and procedures regarding appropriate dress, office hours, and applicable leave policies.
3. Providing the student intern with adequate resources necessary to accomplish internship objectives.
4. Affording the student intern the opportunity to identify as a professional staff member by jointly participating in appropriate workplace activities.
5. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student's defined internship goals and outcomes.
6. Providing regularly scheduled supervisory conferences with the student intern regarding the student intern's performance and progress toward outcomes.
7. Submitting a final evaluation to the course instructor on the intern's performance.
8. Certifying the student intern's completed hours on a bi-weekly basis.
9. Communicating directly with the course instructor if an issue arises with the student intern.

Roles and Responsibilities of the Course Instructor

It is the role of the course instructor to establish course content and guidelines for submission of internship hours and related assignments. This can include but is not limited to:

1. Collecting internship site information and training agreement.
2. Collecting and grading student learning outcomes related to the student's internship experience.
3. Establishing deadlines and processes for submission of internship hours.
4. Monitoring and verifying submission of student internship hours.
5. Developing and/or grading a culminating experience for the student intern.
6. Creating additional assignments relative to the student's internship experience in the assigned degree area.
7. Ensuring the experience and activities meet the required amount of work per credit hour (NSCS Board Policy 4141).
8. Submitting no-shows, grade updates at midterm, and entering final grades to MyCSC.

Roles and Responsibilities of Director of Internships and Career Services

It is the role of the Director to support students in finding internship sites developing relationships with community partners. This can include but it is not limited to:

1. Find internship sites and publish to Handshake.
2. Explain role of internships to students and refer to faculty advisors.
3. Host workshops and career fair to support student internship and job placement.
4. Develop programming to support student professional development.

Student Intern Expectations

As interns, students represent Chadron State College and must adhere to its mission and values while completing an internship experience, including but is not limited to:

- **Professionalism** – Students are expected to maintain a professional demeanor which includes arriving on time, being prepared, and courteous, in actions and interactions in the internship setting.
- **Cell Phone Use** – When you are present at your internship, do not check your phone or scroll apps while you are completing your hours. If you are expecting an urgent call or text, let your supervisor know you will need to check your phone.
- **Attire** – Your attire is your first impression. Avoid very casual clothes on a first meeting (i.e. sweatpants, cropped shirts, t-shirts, sneakers, etc.). Once you have secured the internship, ask your supervisor about normal office attire and what is appropriate for your role.

Dismissal

Students can be dismissed from their internship if they demonstrate behavior that conflicts with professionalism or for any reason a supervisor may deem appropriate. The consequences of being dismissed from an internship will depend on the severity of the dismissal. All student issues and consequences related to internships will be handled by the internship course instructor and supervising academic dean.

Contact

If you need additional support beyond this process guide, please contact your faculty advisor or internship course instructor.

2025-2026 Department Instructors:

Ag/Rangeland – Dr. Teresa Frink

Business – Dr. Diya Ganguly

Communication Arts – Mr. Julian Berrian

Family and Consumer Sciences – Dr. Erin Norman

Health, Physical Education, and Recreation – Dr. Willie Hoffman

Justice Studies – Dr. Adam Hoelsing

Psychology – Dr. Carrie Stiefel

For any departments not listed here, please contact the office of the supervising dean over that department:

Dean, School of Liberal Arts (Art, English & Humanities, History & Social Sciences, Music, Theatre)

- Dr. Jim Margetts (308) 432-6246

Dean, Professional Studies & Applied Sciences (Counselor Education, Education, Social Work)

- Dr. Britt Helmbrecht (308) 432-6330

Dean, Business, Mathematics & Science

- Dr. Shaunda French-Collins (308) 432-6359