



Hennepin Technical College™

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## **Chapter 3: Educational Policies**

### **Internships**

Adoption: 9/1/09  
Revised: 1/25/16  
Last Reviewed: 3/9/16 (AASC)  
President Approved: 5/16/16  
Next Review Date: 5/16/21  
Authority: Hennepin Technical College  
Custodian of Policy: Provost

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#### **IMPLEMENTATION PROCEDURE**

Internships for students will be granted where internship courses have been approved. Internship course proposals must follow the guidelines as set forth in the uniform procedure "Curriculum Standards, Review and Revision." The program advisory committee must approve all internship courses.

#### **Internship Course Criteria:**

1. Each program may offer one or more internship courses.
2. Internship courses may be fixed or variable credit.
3. The credit range for each internship course may vary from one to sixteen credits.

#### **Conditions**

1. Program faculty will collaborate with students to find prospective internship sites/experiences. He/she will inform the prospective training sponsor about his/her role and the development of the student learner.
2. All experiences shall be related to the student's career goal. A training plan will be developed for the student. The training sponsor must understand that the training will be for the benefit of the student learners.
3. Program faculty will ensure the internship training plan is followed and will gather feedback on the internship experience from the internship supervisor and student. Internship site visits and connections should align with the type of internship (local, regional, or national). Local internship experiences should include a minimum of two (2) contacts in person, by phone or a combination of both. Additional connections may be through a use of multiple tools including phone, email, and web, etc. Regional and National internship experiences may include on-site visits as pre-determined by the program faculty member and the dean

#### **GENERAL INTERNSHIP AGREEMENTS**

1. The Hennepin Technical College Internship Training Agreement must be completed prior to student internship activities. The approved form will be kept on file by the program faculty, program coordinator or department administrative assistant.
2. After the HTC Internship Agreement has been approved, a program faculty member will discuss with the company's representative to explain the agreement and to obtain the representative's signature. A copy of this signed document will be forwarded to the supervising Dean. Upon his/her approval, the copy will be returned to the program faculty member.



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3. The original will be returned to the company representative by the program faculty. A copy will be kept on file with the program faculty, program coordinator, dean, or department administrative assistant.

#### **STUDENT INTERNSHIP AGREEMENTS**

1. The Hennepin Technical College Student Internship Training Agreement form must be completed for all student internship experiences. The faculty member will keep the approved form on file.
2. The agreements for students currently on internship must be on file with the program faculty member.