

**Chemistry Department Policies for Internships and Research at Other Institutions:
CHEM 444 and CHEM 489**

Students may supplement classroom learning through appropriate on-the-job work experience arranged with local, state, and federal government agencies, and private corporations. Granting of academic credit for internship experience is at the discretion of the chemistry department. These guidelines also apply for earning CHEM 489 credit for research at another institution, eg. REU programs.

1. Before the internship begins, the internship committee, the student, and the proposed supervisor from the place of internship shall agree on the following and confirm with a written document:
 - a. The type of professional activities the intern will experience.
 - b. The location of the internship, and the name of the workplace supervisor.
 - c. The length of internship.
 - d. The method of evaluation of the intern's performance.
 - e. Other matters pertinent to the internship.
2. The appropriateness of granting chemistry credits for the proposed internship activities will be determined by the chemistry department internship committee under the direction of the department.
3. The present grading policy for CHEM 444 is satisfactory/unsatisfactory (S/U). A letter grade will be assigned for CHEM 489.
4. For each 45 hours of work one credit of CHEM 444 or CHEM 489 can be earned. A student shall normally be limited to a maximum of five internship or research credits applied toward a chemistry major or minor. Additional credits up to the university maximum may be applied as all university elective credits toward graduation requirements.
5. According to SCSU policy, maximum credit for an internship is sixteen credits per semester.
6. From time to time during the internship, the internship committee may consult with the intern's supervisor as to the progress of the internship. The committee may desire to observe, in person, the progress of the intern during the internship.
7. The internship committee shall keep complete records of each internship, including at least the above written materials for a reasonable period of time following the completion of the internship. These internship files are departmental files, and are available for departmental review.

Evaluation

- 8a. The intern shall provide the internship committee with written reports summarizing their professional activities. At a minimum, these reports will be submitted at mid-term and upon completion of the internship. These reports shall serve to keep the committee aware of the progress of the internship.
- 8b. At the conclusion of the internship, the intern shall present a seminar to the chemistry department, outlining his/her learning experiences at the industrial or research institution. This seminar can count towards CHEM 491, Senior Thesis.
- 8c. At the conclusion of the internship, the internship committee will evaluate the internship with regard to both grade and the value of the internship to all parties involved.