

THE WHITE BOOK

CHAPTER 2

CADET ACADEMIC SERVICES

SECTION 4

INTERNSHIPS

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Position: Director, The Citadel Career Center

- I. **Organization:** The Citadel Career Center educates and empowers students to become active participants in their professional success through exploration, preparation and engagement to help students secure competitive opportunities in their career fields at graduation. Its staff includes a Director, Career Education Coordinator, Internship Coordinator, Employee Relations Coordinator, and graduate fellow. It is located just outside Hagood Gate at 573 Huger Street.
- II. **Functions:** Internships are extensions of classroom learning with applied experience in a *professional field* related to a career path of interest (not to be confused with “EMPLOYMENT”). An internship is an opportunity to gain valuable, applied experience related to a specific career path. This section describes the following procedures relating to internships:
 - A. General
 - B. Policy and Procedures for Academic Internships for Credit
 - C. Administrative guidelines
 - D. Special circumstances
- III. **Procedures:**
 - A. General
 1. **Securing an internship.** Cadets must meet eligibility requirements set forth by academic departments and internship must be evaluated/approved by a departmental advisor to ensure opportunity meets the rigor and standards to earn academic credit. Students may use a variety of methods and contacts to secure an internship and may start the process at The Citadel Career Center.
 2. **Gaining authority to leave campus for an internship.** Cadet first reviews and ensures he/she meets eligibility guidelines and registers for internship course. Cadet then completes internship agreement forms, which are reviewed for accuracy by academic internship supervisor. Special orders are submitted by department internship academic advisor through CAS. Orders are reviewed/approved or disapproved by both Provost’s Office and Commandant’s Department. Cadet receives confirmation of special order approval through CAS/email.
 3. **Special circumstances** Internships with reoccurring conflicts which may prohibit cadets from participating should be referred to careercenter@citadel.edu. Cadet will be asked to provide supervisor’s contact information and written documentation for review and referral to appropriate campus resource.

B. Policy and Procedures for Academic Internships for Credit. Department standards vary depending on class space and availability. Review academic catalogue, see department internship advisor or see Career Center for guidance on special circumstances.

1. Student is academically eligible for an internship (typically a rising junior or senior)
2. Student has a minimum 2.5 GPA or GPA determined by academic department (override requests are reviewed by Provosts' Office)
3. Internship meets criteria set by academic department, which enables faculty to assign a grade to student performance
4. Student secures an internship and enrolls in internship course associated with academic goal (see VII for special considerations)
5. Student completes [The Citadel's Internship Agreement Form](#) which includes:
 - i. Waiver of Liability and Indemnity signed by Student, Site Supervisor and Academic Advisor
 - ii. Supervisor contact and worksite information
 - iii. Internship job description
 - iv. Work Schedule reflects student is not "working" full time, but is balancing internship responsibilities with other student responsibilities (see III.F.). Department standards vary, but hours are typically between 90-120 hours over the course of the semester
 - v. Start - End Dates fall within an academic semester
6. Internships may not interfere with academic or cadet leadership duties including:
 - i. Regimental PT and CPFTs
 - ii. Leadership Training Period from 1220 – 1320
 - iii. Friday Parade (must return to campus by 1430)
 - iv. Saturday Morning Inspections
 - v. On occasion, a cadet may request special leave (White Book Chapter 6) if an internship supervisor requests cadet's presence for a professional duty which is outside of approved special orders. Cadet must communicate IN ADVANCE to TAC who has discretion for approval /disapproval. TAC may request Career Center assistance to confirm duty
7. Student is under regular and direct supervision at the internship site
8. Student must adhere to The Citadel's Honor Code at the internship site
9. Hours may include virtual or offsite work as long as they do not interfere with academic or leadership duties referred to in section vi.
10. Student must complete all academic requirements determined by course curriculum during the semester

C. Administrative guidelines.

1. Students are eligible to receive payment or a stipend for work performed if this is a standard practice in the professional setting
2. Students may not receive internship credit for previous work experience after the fact
3. After registration deadline has passed, student may still register with permission from the academic department or Provost's Office if he/she is able to meet requirements to earn academic credit. Special circumstances are referred to The Citadel Career Center
4. Internship may not conflict with academic coursework or Commandant's schedule (see guidelines in para B.)
5. Students may complete up to two internships for academic credit at the discretion of the department
6. Students may register for a special topics course in place of an internship if a faculty advisor agrees to oversee the experience AND the special topic fulfills internship guidelines

7. Duplicate internships at the same site must show evidence of increased responsibility or professional progression

IV. Special Circumstances: Special circumstances are handled on a case-by-case basis and are reviewed by The Citadel Career Center with referral to the appropriate campus entity.

- A. **Interviews or training prior to a start date, but before special orders** are submitted or leave is reviewed and approved by the academic departments can be approved by a TAC officer or referred to The Citadel Career Center to verify: time / location / schedule / supervisor contact. These include but are not limited to:
 1. Leave for drug tests or background checks
 2. Training associated with an internship or professional fulltime offer
 3. Participation in professional development related to an internship
 4. Shadowing hours needed to maintain some security clearance
 5. Emergent leave situations associated with an internship or interview
 6. Internship opportunities not clearly defined or those which do not meet traditional academic guidelines
 7. Academic department is not offering academic credit (student may work to find a legitimate course substitute)
 8. Student is not eligible to earn academic credit, but needs an internship for some specific purpose (Career Center will review eligibility for non-academic credit internship or refer to Provost or Dean for review)
 9. Internship is required to maintain security clearance but hours do not meet minimum internship standards
 10. Internship is with a federal agency that requires anonymity
 11. Student has competed more than one academic internship for credit, but organization requires internship extension for training and continuity for a full-time offer
 12. Student is required to perform shadowing opportunity which does not meet internship guidelines, but is necessary to be competitive in the professional field

INTERNSHIP SPECIAL ORDER vs. SPECIAL LEAVE	
Special Orders	Special Leave
<ol style="list-style-type: none"> 1. Cadet reviews and ensures he/she meets eligibility guidelines and registers for internship course 2. Cadet completes internship agreement forms which are reviewed for accuracy by (A) academic internship supervisor (B) Citadel Career Center 3. Special orders are submitted by department internship academic advisor through CAS 4. Orders are reviewed/approved or disapproved by both Provost’s Office and Commandant’s Department 5. Cadet receives confirmation of special order approval through CAS/email 	<ol style="list-style-type: none"> 1. Cadet <i>is currently</i> participating in approved internship 2. Cadet seeks additional time to participate in professional internship related duty outside of special orders (Ex. Supervisor requests a student be present for a Friday meeting that is in direct conflict with parade) 3. Student communicates to TAC regarding request, then submits leave request through CAS 4. TAC may approve/disapprove without involvement from academic department or Career Center, but may request assistance from careercenter@citadel.edu as needed

SPECIAL CIRCUMSTANCES REFERRED TO THE CITADEL CAREER CENTER

Internships with reoccurring conflicts which may prohibit cadets from participating should be referred to careercenter@citadel.edu. Cadet will be asked to provide supervisor's contact information and written documentation for review and referral to appropriate campus resource.