

N-Designation Rubric

Faculty can request the addition of an Internship “N” designation to a new or existing course that meets the criteria below for internship inclusion. The criteria are based on internship best practices: NACE Position Statement on Internships, DOL - Fair Labor Standards Act for Internships, and CAS Standards for undergraduate internships (2015). A score of 9 or greater is required to receive the designation, with no entries in the (0) ‘Does Not Demonstrate’ column.

	Completely Demonstrates (2)	Somewhat Demonstrates (1)	Does Not Demonstrate (0)
Professional Work as an Extension of the Classroom	The internship course engages students in an experience in a professional or organizational setting performing university-level work that is applicable to their fields of study, educational goals and/or career aspirations and can be transferrable to future employment settings.	The internship course engages students in an experience performing university-level work for an employer that is applicable and transferrable, but the work is primarily done in the classroom or in a “virtual” setting rather than in the professional/organizational setting.	This internship course does not engage students in an experience performing applicable, transferrable university-level work in a professional setting.
Time Towards Internship	The internship course requires students to conduct professionally applicable work within a defined period of time; required number of hours for course credit/per credit hour received is clearly articulated.	Students conduct internship work within a defined period of time, but there is ambiguity regarding minimum hours required for course credit/per credit hour.	Students do not conduct a minimum amount of internship work within a defined period of time.
Learning Objectives	The learning objectives related to the internship course are clearly articulated and are relevant to competencies in the field of study and/or career readiness.	The learning objectives related to the internship experience are limited in their relationship to field of study or career readiness competencies.	There are no learning objectives related to the internship experience.
Supervision	The internship course requires routine supervision and feedback by a professional with expertise related to the field of study, educational goals and/or career and vocational aspirations.	Supervision and feedback is required but with ambiguity regarding who may provide the supervision and the consistency of the supervision.	There is no required supervision or feedback by an appropriate professional.
Course Integration	The course integrates assignments for self-assessment, reflection, application, and integration of the learning experience. Includes a combination of reflection assignments, evaluations, and a final synthesis project.	The syllabus assignments include evaluations for student but does not include reflection assignments or a final synthesis project.	There are no syllabus assignments for evaluation, reflection, and synthesis integrated into the course.
Learning Agreement	The internship course utilizes a formal learning agreement to be signed by the student, internship site supervisor and university representative thoroughly outlining the goals and objectives, rights and responsibilities, contact information and internship description.	The internship course utilizes a formal learning agreement to be signed by the student, internship site supervisor and university representative but with only a limited outline.	The internship course does not utilize a formal learning agreement.

