



EXPERIENTIAL LEARNING

@ Calvin 

As part of Calvin LifeWork, each student is required to participate in an approved internship or research fellowship prior to the start of their fourth year* in the program. There are three ways that you can meet this requirement.

1. **A required internship/practicum through your major:**

- Nursing, education, social work, speech pathology and recreation therapy students meet this requirement through your curricular practicum, ***even if your internship/practicum does not take place until your fourth year at Calvin.**
- Log into clw.calvin.edu to tell us that you will meet this requirement through your major. Complete Step One: Get Started and select *I have an internship as a required part of my major.*
- You'll sign an agreement committing to complete the practicum through your major and acknowledging that if you don't, you will not receive your scholarship.
- We'll also ask you to tell us where you're interning when you have the information locked down.

2. **An optional, for-credit internship through your major:**

- If you are doing an internship for credit through your major **but it is not a required part of your curriculum** (e.g. BUS 359, BIO 385), this will fulfill your Calvin LifeWork requirement **if it is completed by the end of the summer prior to your fourth year.**
- Log into clw.calvin.edu to tell us that you will meet this requirement through an optional, for-credit internship course.
- Complete Step One: Get Started and select *I will take (or already took) an internship class through my major.*
- You'll sign an agreement committing to complete the internship through a for-credit class and acknowledging that if you don't, you will not receive your scholarship.
- We'll also ask you to tell us where you're interning when you have the information locked down.

3. **An internship through Calvin LifeWork**

If you are not taking a credit internship through your major, you can complete the Calvin LifeWork Internship Requirements module by following this process:

- **First:** Log into clw.calvin.edu and navigate to the Internship Requirements module
 - Click *Step One: Get Started* and choose the option *I'll do my internship through the Calvin LifeWork process.*
 - Let us know which semester you'll be doing your internship, and then complete the Internship Proposal form.
 - Your Career Coach will review your internship proposal and approve it if it meets our expectations (outlined below).
 - Once approved, you will be able to move on to the next step.
- **Next:** Complete the Learning Contract form linked in the module with your supervisor
 - This form helps you and your supervisor determine three key goals to work on during the internship and talk about expectations.

- Once complete, upload it into the CLW Internship Requirements module.
- Your Career Coach will review your learning contract and approve it if it meets our expectations.
- Once approved, you'll be able to move on to the last step.
- **Finally:** Provide your supervisor with the Performance Review form linked in the CLW Internship Requirements module.
 - Once your supervisor completes the performance review form, upload the completed copy. Then you'll be done!

OPEN ENROLLMENT AND PERFORMANCE REVIEW TIMELINES

If you're doing your internship through Calvin LifeWork, you can complete this process during the following time periods:

- **Summer internships:**
 - By June 30: the internship proposal needs to be completed and the learning outcomes form needs to be submitted to clw.calvin.edu.
 - September 30: deadline for uploading the performance evaluation.
- **Fall internships:**
 - By September 30: the internship proposal needs to be completed and the learning outcomes form needs to be submitted to clw.calvin.edu.
 - February 1: deadline for uploading the performance evaluation.
- **Spring internships:**
 - By February 29: the internship proposal needs to be completed and the learning outcomes form needs to be submitted to clw.calvin.edu.
 - June 1: deadline for uploading the performance evaluation.

REQUIREMENTS FOR INTERNSHIPS

- Experiences can be paid or unpaid, for-credit or non-credit, during the semester or during the summer.
- You are eligible to complete this experience after two full-time semesters of study.
- You are responsible for finding your own opportunity; support may be sought from campus resources, such as the Career Center, Service-Learning Center, faculty, and staff.
- When you are completing an internship for credit, under the supervision of a faculty member, the Calvin LifeWork program will not monitor you or require you to complete the learning contract or performance review. We will accept the credit course as fulfilling this requirement if it is in progress **prior to June 30 before your fourth year.**
- You should work a minimum of 10 hours per week for a minimum of 10 weeks, or a minimum of 100 hours total.
- The experience should be supervised by an expert in the field in a guided working and learning experience. This supervisor could be a manager, consultant, professional researcher, etc. The supervisor may not be a close relative of the student (parent, grandparent, or sibling). You should not be serving the role of expert. For example, a computer science student should not be interning at an organization that needs a new website but has no staff members who know how to create or manage a website.
- Tasks should consist of mainly higher-level work (as a guideline: no more than 25% of work considered menial). Work that is appropriate involves at least some

decision making, analysis, or creativity rather than completing simple tasks. Examples of menial work include photocopying, filing and making coffee. While these types of tasks can make up some of the internship, they should not dominate it.

- Should be a new learning experience, not simply continuing in the same role you have been doing for a while, although it can be at the same employer.

RESEARCH EXPERIENCE DETAILS

- If you are doing the research experience for credit under the supervision of a faculty member, the assumption is that these requirements or others of a similar nature have been met. Conducting individual research for a typical class project on a topic that you have chosen does not qualify.
- If you are conducting a non-credit research experience you must have the research experience approved by your career coach prior to the start of the project.
- You can be working under a professor to contribute to the professor's research.
- You can produce original research in a 300-level research course with direct supervision of a faculty member.

EXCEPTIONS

Under extenuating circumstances, such as a disability that does not allow for this requirement to be met, a student may apply for an exception. A suitable replacement project will be designed by the career coach and the student. Please contact your Career Coach to request an exception.