



## INTERNSHIPS POLICY: UNDERGRADUATE

### Introduction

1. An undergraduate internship is a full-time work-based learning placement for which the student is awarded academic credit at FHEQ Level 6. These placements are supervised and provide work experience combined with reflective, academic study.

### General Principles

2. Credits are based on a minimum of 230 learning hours which will be a blend of a limited number of contact hours with the University and workplace hours.
3. Student must complete a minimum of 210 practice hours which is equivalent to:
  - a. 6 weeks full-time on a 35-hour five-day working week, or
  - b. 15 weeks part-time on a two-day working week
4. In Fall and Spring semesters, a longer-length internship with reduced weekly hours can only be taken alongside a maximum of 8 US/32 UK credits. In this scenario, students are advised to complete another 8-credit capstone course (Senior Project/Senior Dissertation), rather than regularly timetabled courses.
5. In the Summer semester, it is not recommended to overlap academic courses and an internship due to the intensive nature of summer academic courses.
6. The schedule of workplace hours is determined between the workplace and the Internship Office.
7. The Internship Programme is open to:
  - a. Undergraduates in good standing who have successfully completed 60 credits, including transfer credits, and
  - b. Have achieved a minimum GPA of 3.0
  - c. Have a clean disciplinary record.
8. Credit is awarded only after successful completion of all aspects of the course and is subject to the same external review and exam board procedures as all other academic credit.

9. Students must also read and agree to the responsibilities set out in their Learner Contract.
10. The internship is supervised and monitored by the workplace supervisor and a Richmond faculty member. For students on a visa in the UK, attendance is monitored by the UKVI Visa Compliance Team on a weekly basis. Failure to comply with the attendance requirements could put a students' visa at risk.
11. Students who wish to take an internship for credit must:
  - a. Complete an application, which should be sent to the Internship Office with a résumé/CV and two references from faculty to support the application;
  - b. The application must be signed by the student's Academic Advisor;
  - c. Students must also meet with a member of staff from the Internship Office.
12. Work placements are vetted and pre-approved by the Internship Office.
13. Students must apply for an internship by the published deadlines.
14. Students wishing to graduate at the end of the semester in which they register for an internship must ensure that they complete all assessment components by the final day of classes.

## VERSION MANAGEMENT

<b>Responsible Department: Office of the Provost</b>				
<b>Approving body:</b>				
Version no.	Key Changes	Date of approval	Date of effect	
001		24 July 2018	28 August 2018	
002	Removed reference to top-up degrees. Updated total credits which can be taken alongside the Internship.	24 June 2022	01 September 2022	
003	Reworded section 6 from 'programme' to 'course'	May 2023	01 September 2023	
004	Clarified hours to US credits. Standardised GPA requirement for all programmes and completed credits. Replaced Internship Manual with Learner Contract. Visa attendance monitoring requirements	July 2024	01 Sept 2024	
005	Updated learning hours and workplace hours. Added detail on PT and FT working, and studying alongside a PT internship	June 2025	01 Sept 2025	
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>		