

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3220 INTERNSHIPS/EXTERNSHIPS

Internships can be an important learning experience for students. The major intent of the internship program is to provide a closely supervised bridge from the classroom setting to the world of work. Internships/Externships include (but are not limited to: clinicals, internships, practicums, apprenticeships, supervised work experiences, and co-ops.

An Internships/Externships at the College is viewed as a valuable partnership between business/industry and education. An Internships/Externships option provides an opportunity to function in the work environment as a component of an educational experience.

Internships should meet syllabus and training plan requirements for student outcomes. A completed Minnesota State affiliate contract between the College and the applied field affiliate must be on file.

A syllabus and training plan must detail:

- Level of Supervision
- Entrance Requirements
- Learning Outcomes
- Evaluation Standard

Each student participating in an internship must complete a “Waiver of Liability, Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form and other applicable forms given the nature of the specific Internships/Externships prior to the experience.

*Date of Implementation:*

*Date of Adoption:* 06/02/04

*Date & Subject of Revisions:* 05/09/06 AASC Reviewed  
05/18/06 Executive Council Approval  
06/06/07 Revised  
01/27/09 Reviewed  
03/26/10 Reviewed  
03/01/11 Reviewed  
03/05/12 Reviewed  
03/04/13 Reviewed  
04/07/14 Reviewed  
02/20/15 Reviewed  
02/23/16 Reviewed  
03/17/17 Reviewed  
04/04/18 Reviewed  
03/28/19 Reviewed  
02/27/20 Reviewed  
03/15/21 Reviewed  
03/16/22 Reviewed  
05/07/25 Reviewed and Adopted by AASC