

TO: Department Chairs and Program Directors
FROM: Arts & Sciences Curriculum Committee – Advisory Subcommittee on Internships & Independent Studies

RE: Internship/Independent Study Questionnaire

The issue of teaching equity related to internships, supervised research and independent studies is an on-going agenda item on the ASCC. An advisory subcommittee has been formed by the ASCC and is charged with collecting data from departments and programs in the College. The information will hopefully provide the committee with a complete picture of internship, research and independent study activities in the College. It is critical to have data from all departments and programs and thus we kindly request your help. Please send responses to the attached questionnaire to Tim Snyder by **FRIDAY OCTOBER 20, 2006**. Suggestions and additional comments are welcome.

Sincerely,
Advisory Subcommittee of the ASCC (Tim Snyder, Johanna Garvey, Phil Lane & Olivia Harriott)

Internship/Independent Study Questionnaire

Internships

1. Does your department/program sponsor or advocate internships? If not, you are done with this section; if so, please proceed to questions 2. through 9.
2. How does your department/program define “internship?” Please provide examples if necessary to distinguish internship from independent study credit.
3. In the last year, how many students in your department or program received internship credit? Please specify numbers for off-campus/on-campus internships and graduate/undergraduate students.
4. Does your department or program have internship prerequisites, guidelines or policies? If so, please provide a description or attach documentation.
5. What are typical expectations (e.g. internship hours/week, submitted work) of the internship? What about faculty expectations?
6. Are stipends/salaries paid to student interns? If so, do students also receive academic credit?

7. Do faculty who enroll internship students receive course release or other compensation? If so, explain.
8. What proportion of time faculty spend with students consists of teaching, as opposed to the furthering of faculty scholarship?

Independent Studies/Research

1. Does your department/program sponsor or advocate independent studies or research? If not, you are done with this section; if so, please proceed to questions 2. through 9.
2. How does your department define “independent study?” Please provide examples if necessary to distinguish an internship from an independent study.
3. How many research students are typically involved with departmental/programmatic faculty, and how are they distributed among faculty? Please specify numbers for graduate and undergraduate students.
4. Does your department/program have independent study prerequisites, guidelines or policies? If so, please provide a description or attach documentation.
5. What are typical expectations (e.g. hours/week, submitted work) for students involved in research or independent study? What about faculty expectations?
6. Are stipends/salaries paid to students? If so, do students also receive academic credit?
7. Do faculty who enroll independent study students receive course release or other compensation? If so, please explain.
8. What proportion of time faculty spend with students consists of teaching, as opposed to the furthering of faculty scholarship?

Descriptions taken from the Fairfield University Undergraduate 06-07 Catalog

Independent Studies

The independent study option is available in most departments to students who wish to examine a subject in depth for which no course is available. Such guided studies are designed and pursued by students under the tutelage of a faculty member. This option is restricted to students in their junior and/or senior years of study. Students should apply to the professor under whose direction they wish to study no later than the normal registration period of the preceding semester. The Independent Study Application form, available from the office of the college dean, must be completed and filed with the Registrar before the project may begin. For projects of less than a semester's equivalent course work,

one or two credit hours may be assigned. For projects of a semester's equivalent coursework, three credit hours, or, with a laboratory component, four credit hours may be assigned. If students undertake more than one independent study project during their college careers, the total credit hours for all projects may not exceed nine credit hours toward the undergraduate degree.

Student Internships

Students at Fairfield University have an opportunity to earn academic credit and gain practical, on-site work experience by pursuing internships in their major fields of study. Through placements in appropriate businesses, corporations, laboratories, law firms, government offices and agencies, nonprofit organizations, etc. students apply and test principles and theories they have acquired in their coursework. In a typical internship carrying three semester credits, students work 10 to 15 hours per week on site. Internships are coordinated by Fairfield University faculty and on-site supervisors. Through such experiences students can enhance their learning and explore potential careers. Upon graduation, students are frequently offered positions with corporations and agencies sponsoring their internships.

To be eligible for an internship, students must be in good academic standing and must meet all prerequisites prescribed by the major department (e.g. GPA, prior coursework). To register for an internship, a student must obtain prior approval from the faculty member who coordinates the internship program in his/her major department. A maximum of six academic credits can be earned for internship experience. An internship will not substitute for any other stated course(s) in the student's major field. Further information about specific internship opportunities can be obtained from the departmental chair or the internship coordinator of the specific department.