

Workplace Learning

Value and Purpose of Workplace Learning

Hagerstown Community College recognizes the value, and sometimes necessity, of experiential education and workplace learning experiences. The College encourages student participation in internships in a wide variety of fields. Internships allow students to hone their professionalism, sample different real-world environments, and gain valuable work experience to attract potential employers. The primary intention of the internship is to educate students. The working conditions must be safe and the environment conducive to learning. Interns cannot replace existing staff; if so, the student is entitled to regular wages and overtime. HCC will perform due diligence to make certain that both the college and the internship site comply with the Fair Labor Standards Act and are prepared for legal issues as they affect internships. The college is committed to finding internships, securing support for the student intern, and providing oversight to the internship experience. The Internship and Job Services office and faculty work collaboratively to facilitate the coordination of credit internships through the established internship procedures. In the event a suitable internship cannot be found, an alternative pathway for program completion, that meets the approval of the program director and the chief academic affairs officer, will be developed by appropriate program faculty. Internship sites must be within an acceptable distance from the college to enable site supervision by faculty and staff. Exceptions to internship requirements, that meet the approval of program faculty, the program director, and the office coordinating student internships, may be made jointly by the chief academic affairs officer and the chief student affairs officer.

Definition of Workplace Learning Experiences: For student workplace learning that is not governed by external accrediting bodies, the term *Internships* is used to designate supervised work experience or field placement directly related to a student's program of study.

Credit-to-Contact Hour Standards for Internships: For student workplace learning that is not governed by external accrediting bodies, the credit-to-contact hours standard is 60 hours of internship experience for each credit awarded.

Eligibility Requirements for Internships: Minimum eligibility requirements for participation in an internship include:

- Submission of an application for internship by the publicized institutional deadline.
- Acceptable recommendation by faculty in a related field of study;
- Minimum overall GPA of 2.5;
- Completion of at least 50% of the discipline-specific program requirements in a student's field of study, at least two of which courses are completed at HCC
- Final Course grades of C or better in a student's specialty program courses; and
- Acceptable review of the student's HCC conduct record by the chief student affairs officer (behavioral violations) and the chief academic affairs officer (academic integrity violations)

This policy was also revised on October 16, 2012 and May 22, 2018.