

Internship, Independent Study, & Original Project criteria changes will go  
into effect SUMMER 2017

Catalogue copy for 2017-2018 Cornell College Catalogue

## ADDITIONAL ACADEMIC OPPORTUNITIES

### All-College Independent Study Courses

*Each department or each program offers opportunities for independent credit (280/380, 290/390/490, 289/389/489). No more than four of these credits may be counted toward satisfying the minimum credit requirement for the Bachelor of Arts or Bachelor of Music degree. There is no limit to the number of these courses that a B.S.S candidate may take.*

### 280/380. Internships (1/2-1)

Internships are off-campus experiential learning activities designed to provide students with opportunities to make connections between the substance and methods of academic study and the application of that study to work or service. Internships entail pre-professional work projects conducted under the guidance of a practicing professional supervisor, and help students develop leadership and/or service skills. For credit internships are sponsored by a Cornell faculty member and supervised by a representative of the organization or firm where the internship resides. For credit internships are open only to students who have completed at least eight course credits, at least two of which are from a department related to the internship. Students wishing to pursue an on-campus internship are required to file a petition with the Registrar after carefully considering whether a similar internship can be completed off-campus. Students wishing to complete an internship not for credit should contact the Berry Career Institute.

In order to qualify for academic credit, the Internship Contract (available on the Registrar's Office web site) and syllabus (template is available on the Registrar's web site) that includes the following information must be filed with the Berry Career Institute and the Registrar:

- Approval of a professor who will be the internship sponsor.
- The location, dates, and times that the internship will take place.
- The contact information of the on-site supervisor and a job description from the supervisor which lists the intern's responsibilities and how their performance will be evaluated.

- A statement of at least 250 words from the student explaining how this internship contributes to their academic and career goals.
- A statement from the student describing the method that the student will document their activities (e.g. daily journals, weekly reports, and/or a final, reflective essay from the student).
- The determination of credit for the internship. A valid internship will include a minimum of 160 hours to receive one course credit and 80 hours to receive one-half course credit.

The contract and syllabus must be submitted to the Registrar at least one week before the start of the Block in which the internship is to be credited. Internship credit will not be approved retroactively.

### **290/390/490. Independent Study (1/2-1)**

Students may do intensive work in a subject or area not normally included in the regular course offerings or else pursue in depth a topic encountered as part of previous studies. The arrangement is that of a tutorial, in which the student works independently under the supervision of a faculty tutor on a topic suggested by the student and approved by the tutor. Independent Study is open only to students who have completed the following requirements: 290 - a writing-designated course (W) and a minimum of seven course credits (at least two of which are in the same department/interdisciplinary major as the project); 390/490 - a writing designated course (W) and a minimum of fourteen course credits (at least four of which are in the same department/interdisciplinary major as the project). Independent Study may not be used to satisfy the distribution requirements for the B.A. or B.Mus. degree and may fulfill major requirements only if the department approves. Students may, with departmental approval, design their own off-campus independent studies. Students should contact the Office of Off-Campus and International Studies if they plan to complete an independent study abroad. To enroll in an Independent Study, a student must file a contract endorsed by the faculty tutor and the chair of the department. The contract and a syllabus must be submitted to the Registrar at least one week before the start of the Block in which the project is to be credited. Exceptions must be approved by the Academic Standing Committee. (OP)

In order to qualify for academic credit, the Independent Study Contract (available on the Registrar's Office web site) must be filed with the registrar that includes the following information:

- Approval of a professor supervising the study.
- A syllabus created by the student and faculty member which includes:
  - A description of the study or project
  - A list of learning outcomes
  - A preliminary list of readings.
  - A statement on the method of evaluation.

### **296/396/496. Original Projects (1/2-1)**

Students may do intensive work in close supervision of a faculty member in which the outcome is a substantial project that involves original work (e.g., research, synthesis paper, work of art, or composition). To enroll in an Original Project, a student must file an Original Project contract and a syllabus endorsed by a faculty member. Credit for Original Projects is open only to students who have completed at least eight course credits, at least two of which are in the same department as the project.

In order to qualify for academic credit, an Original Project Contract (available on the Registrar's Office web site) and syllabus must be filed with the registrar one week before the start of the block in which the project is to be credited that includes the following information:

- Approval of a professor who will be the project sponsor.
- A syllabus that includes:
  - The location, dates, and times that the project takes place.
  - A statement of at least 250 words from the student explaining how this project contributes to their academic goals.
  - A description of the method that the student will use to document their activities (e.g. paper, daily log or journal, presentation).
  - The determination of credit for the project.

### **Arranged Course (1)**

- Arranged courses are courses that are offered in the Cornell curriculum but are taken by the student as an individual tutorial, not as part of a regular class. The Arranged Courses will carry the regularly offered course number and the corresponding course requirements. To enroll in an arranged course, a student must file a contract and a syllabus created by a faculty member. The syllabus must be submitted with the contract form from the Registrar's office at least one week before the block in which the arranged course is to be credited. Students must consult the faculty member whom they wish to direct their arranged course well in advance of the submission deadline. Arranged courses are open only to students who have completed at least eight course credits.