

ACADEMIC INTERNSHIP POLICY (COLLEGE)

Responsibility of	Registrar
Reviewed by	Academic Planning Committee
Approved by	Faculty Senate (no date)
Reviewed	April 25, 2025
Next Review	2030

POLICY OVERVIEW

This policy defines the subject area for internships.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

This policy applies to all students of Briercrest College.

POLICY STATEMENT

Internships offer opportunities for students to gain paid or unpaid work experience related to their program of study.

Internships are available to college students who have completed 60 credit hours or more and have been accepted into a degree program offering an internship. Some programs allow for internships with less than 60 credit hours. Students should check with their program coordinator about internship pre-requisites.

Student internships will be taken in the area of their major. Students desiring to do an internship outside the area of their major may submit an appeal through the Academic Services office. For every 3

credit hour internship, students should expect to invest approximately 120-150 hours of work related to their field of study.

In the event that a student needs to drop their internship, full reimbursement of the current course will be offered if the student applies to Academic Services before 4 weeks or 1/3 of their internship has been completed (whichever is less). Any monies paid to the student while on their internship will not be expected to be paid back.

Pre-internship and mid-internship assignments will be subject to the college's [Course Assignment Policy](#). However, given the variability in timing for internships, all post-internship assignments must be submitted no later than 6 weeks after the final day of the internship.

Some programs have developed their own internal internship guidelines, policies, and practices. Students are responsible for following these guidelines.

APPENDIX A

Related Forms/Policies	Course Assignment Policy
Where is this policy published	College Academic Calendar (https://www.briercrestcollege.ca/academics/calendar/)
Contact Information	Registrar