To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls

November 3, 2011

RE: UWRF Faculty Senate Motion 2011-2012/46

At the November 2, 2011 meeting of University of Wisconsin-River Falls Faculty Senate, motion 2011-2012/46 was passed and it is effective immediately. This motion is forwarded to you for your action.

Motion from the Academic Standards (Terry Ferriss, Chair) to revise the internship policy and definitions regarding enrollment in student internships, and to authorize the Faculty Senate Vice Chair to insert this policy revision into Chapter 8, section 2, and to title/renumber as appropriate. This motion will take effect immediately.

Approved

[Signature]

Disapproved

[Signature]

Dean Van Galen, Chancellor

11/3/11

Date
Proposed Policy:

**Internship Credit and Student Enrollment Status Policy**

University of Wisconsin-River Falls students enrolled in an internship course for credit are required to work at minimum rate of 38 hours per week for a minimum of 14 weeks or a minimum of 532 hours in order to be considered a full-time enrolled student during fall or spring semesters. This policy will be prorated for J-term and summer internships. Individual colleges will determine and consistently apply the number of credits awarded per internship experience.

By the third week of each semester, each college must report directly to the registrar the names, course numbers, and number of credits for students they consider to be on full-time Internships. Any changes in student workload must be reported immediately to the Registrar's Office.

Students enrolled in 12 or more credits do not need to be reported as they will be covered under the regular on-campus policy of a 12-credit load is full-time status.

Current Policy:

Students participating in an Internship which requires 40 or more hours of work per week for a minimum of 14 weeks or a minimum of 560 hours and who are enrolled in a minimum of 4 credits for that experience will be considered full-time enrollees for that semester by the University of Wisconsin-River Falls, including the Registrar's Office, Financial Aid Office (including eligibility for Federal financial Aid disbursement) and the academic Colleges.

By the third week of each semester each college must report directly to the registrar the names, course numbers, and number of credits for students they consider to be on full-time Internships. Any changes in student workload must be reported immediately to the Registrar's Office.

Students enrolled in 12 or more credits do not need to be reported as they will be covered under the regular on-campus policy of a 12 credit load is full-time status.

Summer:

To be eligible for Federal Financial Aid disbursement during the summer students must be enrolled in a minimum of 3 credits of Internship.