

# Liberal Arts (LB 487) Internship Guidelines

LB 487 allows up to 3 credits in a given semester for completion of an internship that students create themselves. These 3 credits can count toward the Interdisciplinary Liberal Arts major.

Students who are *not* Interdisciplinary Liberal Arts majors should consult with their major advisor regarding the applicability of LB 487 before requesting an LB Internship Credit.

## PURPOSE AND PARAMETERS OF THE INTERNSHIP:

The purpose of an LB 487 internship is to seek a quality learning experience equivalent to that of a 400-level Liberal Arts class. Internship should enhance relevant experience for future professional employment.

**The substance** of the LB 487 internship should be an experience rooted in one or more of the traditions and principles of a Liberal Arts education:

- ❖ understanding past and contemporary cultures
- ❖ liberating individuals from uninformed and arbitrary views of the world
- ❖ broadening writing, speaking, critical thinking, and problem solving abilities for a diverse and ever-changing world and workforce
- ❖ strengthening the basis for responsible and creative participation in society

For example, many students take on leadership roles teaching, tutoring, or mentoring area youth groups to help them improve their academic and/or life skills. Others volunteer with non-profit organizations in areas such as event planning, public relations, fund raising, or other initiatives. There are many options to explore.

## STUDENT ELIGIBILITY REQUIREMENTS:

- Officially admitted to CSU
- A declared major in the College of Liberal Arts
- Sophomore standing or higher
- Minimum 2.0 GPA
- Application submitted by deadline:** one week prior to the beginning of classes for term of enrollment
- Application approved by LB 487 Coordinator
- Student is not receiving/ has not received college credit for any other course for work performed.

## LOCATING AN INTERNSHIP:

Students take responsibility for researching and locating an internship for LB 487.

- ❖ No retroactive credit awarded; credit awarded for work done only during term of enrollment.
- ❖ Only one LB 487 internship per semester for a maximum of 3 credits.
- ❖ Up to 3 credits of LB 487 can count toward the Interdisciplinary Liberal Arts major requirements.
- ❖ Cannot intern for the same organization more than once for LB 487 credit.
- ❖ Internships can be either paid or unpaid.
- ❖ Credit to Work Hours Ratio: 1 Credit = 45 Work Hours
- ❖ Internships will be graded as Satisfactory/Unsatisfactory.

## PROCESS:

1. **Schedule an appointment** with the LB 487 Internship Coordinator to discuss the possible internship (email cmurillo@colostate.edu for appointment).
2. **APPLICATION DEADLINE:** at least one week prior to the first day of the semester. Submit an Internship Application (attached), completed and signed, to the LB 487 coordinator for review. No overrides given for late registration.
3. **Submit a completed CSU liability waiver form;**
4. **Receive approval and an override** for LB 487 from the Liberal Arts internship coordinator;
5. **Register for LB 487** before the deadline for adding courses for the semester.