Metropolitan State University Individual Internship Guidelines
Aviation Management

Note: Students doing internships must also complete the form entitled “Aviation Management Internship Form” and submit it with the Academic Internship Agreement Form or the application will not be processed.

1. All approved internships for credit must:
   a. Include 40 hours at the internship site for each hour of college credit earned. An internship may be completed for 1 – 4 credits.
      
      40 hours = 1 semester hour of credit
      80 hours = 2 semester hours of credit
      120 hours = 3 semester hours of credit
      160 hours = 4 semester hours of credit
   b. involve the student in upper division, college–level learning.
   c. involve the student in self-directed, self-originated work which combines practical application with theoretical components.
   d. include five professional readings that are applicable to the internship, as assigned by the site supervisor.
   e. include two journal entries for each 40 hours of the internship, submitted to the Aviation Management Coordinator.
   f. be concluded with an 8–10 page research paper, about the internship learning experience, to be submitted to the Aviation Management Coordinator.
   g. be approved by the Aviation Management Coordinator.
   h. be supervised by a qualified on-site supervisor. (The on-site supervisor must have a baccalaureate degree and/or expertise in the internship area.)

2. General Student Learning Outcomes: (specific outcomes for the internship must be listed on the Academic Internship Agreement and/or the Aviation Management Internship Form.)

   The student will:
   • analyze the role, function, mission, and goals of the internship site.
   • successfully perform specific internship responsibilities.
   • combine theoretical learning and practical application.
   • demonstrate effective interpersonal skills including clear written and oral communication.
   • exhibit awareness of self and others with regard to issues such as diversity and equity in the world of work.

3. Approval Process:
   a. Students must complete the Academic Internship Agreement and the Aviation Management Internship Form. Forms must be signed by the student, on-site supervisor and Aviation Management Coordinator.
   b. Students may not begin working at the internship site until the internship has been approved and registered. No application will be considered for work that has already begun or previously been completed.
   c. Students must register within the semester of the Academic Internship Agreement approval date or they may be required to reapply for the internship. Students must abide by the registration deadline for registration of creative learning strategies as published in the current Metropolitan State Class Schedule.
d. Each internship must be unique, with new, college-level learning. Similar learning experiences cannot be repeated for credit.

e. Students cannot be related, by marriage or otherwise, to the on-site supervisor/evaluator for the internship.

f. Approved upper-division, college-level learning must be included in the specific duties and responsibilities included on the internship forms.

4. Evaluation:
   a. All internships will be graded Satisfactory/No Credit (S/N), letter grades will not be used.
   b. Students must submit two journal entries to the Aviation Management Coordinator for each 40 hours of work, during the internship experience.
   c. Five professional readings will be assigned by the site supervisor during the internship experience.
   d. At the conclusion of the internship experience, the student will submit an 8-10 page research paper to the Aviation Management Coordinator. The paper should include the following:
      - Describe activities done during the internship.
      - Describe what was learned from the internship. This part of the paper should specifically address the learning outcomes listed on the internship forms.
      - Describe the relationship between the professional readings and what the student learned or experienced.
      - Describe how the student will use or apply knowledge gained from the internship to other situations.
   e. The site supervisor will submit a letter to the Aviation Management Coordinator, evaluating the on-site performance of the student, based on approved learning outcomes, duties, and responsibilities.
   f. Evaluation of this internship will be completed by both the site supervisor and the Aviation Management Coordinator. After receipt of the journal entries, final paper, and site supervisor’s letter of evaluation, the Aviation Management Coordinator will post a Satisfactory or No Credit grade for the student’s internship.