



The Evergreen State College
Academic Advising
Olympia, WA 98505
(360) 867-6312

Employment Related Internships Policy Statement

Evergreen provides a unique opportunity for working students to conduct an internship where they have a new college-level learning opportunity at their place of employment. This opportunity is an Employment Related Internship (ERI) and careful academic planning must be done to make it work.

An Employment Related Internship is an internship in an agency or organization in which the student has been employed for at least three months in an ongoing position. An ongoing position can become an internship when the student is engaged for a given quarter in activities that (A) differ from his or her current job responsibilities and (B) would result in additional learning that would warrant the amount of academic credit for which the internship is being proposed.

Only the new learning activities may be counted for ERI credits; those activities that continue as part of the student's regular duties cannot be awarded credit. Many faculty will also require a substantial academic component consisting of such learning activities as reading, writing and maintaining a learning journal to complement and enhance the learning derived from the internship activities.

Arranging a good ERI requires close collaboration among the student, his/her employer, the internship supervisor (if different from current supervisor), an Evergreen faculty sponsor and an Academic Advisor. The responsibility for "clearing" all proposed internships, including ERIs, has been delegated to Academic Advising by the faculty. An Academic Advisor will discuss and explain the ERI opportunity, provide an ERI information sheet, help determine whether what s/he has in mind appears to be a suitable ERI, and provide suggestions on potential faculty sponsors if appropriate. Every proposed ERI is looked at individually in terms of its own potential merits as an academically creditable learning opportunity for the student.

Documents to be provided

1. Completed ERI Information Sheet.
2. Current job description signed and dated by immediate supervisor.
3. Statement from the student explaining how the proposed internship activities differ from the usual and ordinary responsibilities of his or her current position and describing the types of new learning expected to result from those activities. The statement should also include how the ERI will relate to the student's academic objectives.

ERI's are approved for one quarter at a time. These documents must be updated each quarter you plan to conduct an internship where you work.

Examples of Appropriate ERI Situations:

- Special projects with well-defined learning and performance objectives, a well-defined scope and a specific time-frame (this is the most common type of ERI).
- Training activities designed to equip the employee/student for a more advanced position of employment within the agency or organization.



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Employment Related Internship (ERI) Information Sheet

Last First M.I. Evergreen Student ID #

Student's Phone # Student's e-mail address

Current Job Title Employing Organization (include department or division, if applicable)

Years/Months with Organization # Years/Months in Current Position

Name, Title, Telephone and E-mail for current supervisor

Name, Title, Telephone and E-mail for internship field supervisor (if different)

ERI's are approved for one quarter at a time. This packet must be updated each quarter you plan to conduct such an internship where you work. What is the anticipated length of your internship? _____ (number of quarters)

In addition to this form, the following documents will need to be submitted before the ERI can be reviewed:

1. Current job description signed and dated by immediate supervisor.
2. Statement from the student explaining how the proposed internship activities differ from the usual and ordinary responsibilities of his or her current position and should describe the types of new learning expected to result from those activities. The statement should also include how the ERI will relate to the student's academic objectives.

Please return to:

Academic Advising
The Evergreen State College
Library 1401
Olympia, WA 98505

For Academic Advising use only:

Reviewed by: _____ Approved: yes ___ no ___ For: _____
(Enter quarter approved)

Note: ERI internships are approved one quarter at a time to ensure new learning is occurring throughout the internship.