

Department of Interdisciplinary Studies  
Guidelines on Undergraduate Teaching Interns

The Department of Interdisciplinary Studies offers an undergraduate teaching internship for the most academically prepared students. The internship is designed for individuals who are interested in teaching and/or research at the college and university levels.

Responsibilities

(may include, but are not limited to):

- Assist in classroom discussions and activities;
- Research and develop course materials; and (may include),
- Co-authoring and presenting conference papers.

Faculty members in the Department of Interdisciplinary Studies recognize the valuable assistance offered by undergraduate teaching interns. To maintain academic integrity and consistency, the following eligibility qualifications have been developed.

Qualifications

Undergraduate teaching interns must have:

- Completed a comparable course in a previous semester and earned a minimum of a B+ grade.
- Completed a minimum of 60 semester hours;
- Earned an overall GPA of 3.0 or higher;
- Received an invitation from the instructor to serve as an undergraduate teaching intern; and,
- Registered for internship credit by enrolling in IDST 3004 or any other internship course offered by the Department of Interdisciplinary Studies.

These are the minimum requirements. Individual programs may have additional guidelines for internships.

Student interns may participate in the classroom for a maximum of 6 credit hours. Further, students may not assist in the same class more than once. The internship may not be used for core or minor requirements, unless otherwise specified.

The IDST department chair and relevant program directors must approve an exception for these provisions.

**Department of Interdisciplinary Studies  
Undergraduate Teaching Internship Application**

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Academic credit registered for internship: \_\_\_\_\_

Total hours intern will work each week: \_\_\_\_\_

Course in which student proposes to serve as an intern: \_\_\_\_\_

List previous course(s) taken related to internship: \_\_\_\_\_

List grades(s) in previous course(s) related to internship: \_\_\_\_\_

Internship designator in which the student proposes to enroll (check one):

\_\_\_ IDST                      \_\_\_ WS\*                      \_\_\_ Other (please specify \_\_\_)

Number of Credits earned per Internship: The number of credits earned per teaching internship is dependent upon the number of hours worked each week. All fall and spring internships are 15 weeks long; a maximum of 6 hours of teaching internship credit may be earned. The internship is added to a student's class ticket after the submission and approval of the internship application and completion of a force-add form. The internship application form does not confirm enrollment. It is the student's responsibility to confirm enrollment with the IDST Advisor.

For a fall or spring internship (15 weeks), every 3 hours worked per week earns 1 hour of academic credit (3:1 ratio). Summer internships are shorter than a 15-week fall or spring internship; therefore, the hours worked to credit earned ratio has been adjusted accordingly. For every 4.25 hours worked during a 12-week internship, 1 hour of internship credit is earned (4.25:1 ratio).

## **Teaching Internship Contract**

A. LEARNING OBJECTIVES: What do you intend to learn through this experience? Try to use concrete, measurable terms.

B. JOB DESCRIPTION: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, projects to be completed, deadlines, etc., if relevant.

C. EVALUATION: How will the instructor evaluate your performance?

The undersigned agree to the above terms.

\_\_\_\_\_ Date \_\_\_\_\_  
Teaching Intern

\_\_\_\_\_ Date \_\_\_\_\_  
Instructor

\_\_\_\_\_ Date \_\_\_\_\_  
\*Director of Women's Studies (when applicable)

\_\_\_\_\_ Date \_\_\_\_\_  
Director Undergraduate Studies

\_\_\_\_\_ Date \_\_\_\_\_  
Department Chair

Copies of this contract will be made by the IDST Advising Center and distributed to all parties.

IDST Internship Advisor  
IDST Advising Center  
155 Lane Hall  
Virginia Tech  
Blacksburg, VA 24061-0227  
(540) 231-6630