INDIVIDUALIZED STUDY

Individualized study information and policies are listed under the specific type of individualized study: Academic Internship, Course by Arrangement, Curricular Practical Training, or Directed Study.

Academic Internship

An academic internship is preferably an off-campus learning/practicing experience in which the student applies a body of knowledge and skill in a structured, non-classroom setting. It can take place in many settings: governments, social organizations and agencies, churches, or business enterprises. It can make use of almost every knowledge and skill area in Bethel’s curricula. Credit is available through some departments to qualified students in their majors. Inquiries should be made to the program director.

Policy

1. An acceptable internship is one that expects the student to:
   a. Make a deliberate application of one’s academic knowledge and skills.
   b. Continue to learn as stimulated by the problems and issues encountered.
   c. Grow in one’s personal maturity and confidence in one’s abilities.
   d. Develop empathy with and understanding of persons, groups, and settings typically not encountered on campus.

2. The proposed internship must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within the existing course structure.

3. It is conducted under joint supervision of a Bethel faculty member and an onsite supervisor. Both parties agree on the specific objectives and assignments before beginning and jointly evaluate the student’s work during the experience and at the end. There should be a plan for ongoing processing of the experience (log, weekly meetings, etc.). It is expected that the Bethel faculty supervisor will meet at least bi-weekly with the student.

4. The internship position may be part-time or full-time and may be salaried or non-salaried. Routine jobs or work that repeats experience does not qualify for an academic credit internship. The work must provide an opportunity to meet academic/educational objectives.

5. The student must meet the following criteria:
   a. Declare a major or minor in the department of the internship being proposed.
   b. Hold junior, senior, or graduate standing. (Individual departments may permit qualified sophomores to undertake exploratory internships under special circumstances.)
   c. Have a minimum of 10 credit hours completed in the department.
   d. Have a minimum cumulative GPA of 3.0 and a 3.0 GPA in the major. (Individual departments may require a higher GPA.)
   e. Meet additional criteria as established by each department.

6. An internship must be two to four credits with the following minimum time required onsite:

<table>
<thead>
<tr>
<th>Internship</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-credit internship</td>
<td>90 hours</td>
</tr>
<tr>
<td>Three-credit internship</td>
<td>135 hours</td>
</tr>
<tr>
<td>Four-credit internship</td>
<td>180 hours</td>
</tr>
</tbody>
</table>

7. A maximum of nine credits in internships may be taken. Each separate internship must have goals and objectives different than the prior ones taken for credit.

8. Internships are graded S/U (see: Grading System).

9. This policy identifies minimum college-wide requirements. Departments may choose to supplement this with additional requirements.

10. Students must submit a completed and signed Contract for Academic Internship to the registrar for approval no later than the final day of the preceding semester. The form is available through Blink (Home tab > Forms channel > CAPS Programs > CAPS Students > Internship).
Course by Arrangement

A student may sometimes arrange to take a regular course listed in this catalog at a time other than when the course is offered. The design of the course must allow the student to achieve its outcomes and objectives by studying outside the regular class setting independently. Course by Arrangement (CBA) may only be requested when there is no other option open to the student.

Policy

1. Students may engage in a CBA under the following regulations:
   a. The course must be a specific requirement in the student’s major or minor, or a prerequisite to a specific requirement (not an elective course).
   b. Students must have demonstrated in program coursework that they have the capability and background to study independently. Students must have an overall GPA of 2.5 or higher at the time the request is submitted and at the time the CBA begins as certification of this ability.
   c. Students must have at least sophomore-level class standing (at least 30 earned credits) at the time the CBA begins.
   d. Students may take only one CBA per term and no more than a total of eight credits of CBA toward graduation. A faculty supervisor may direct no more than two study projects (directed studies and courses by arrangement) per term and must have taught the course in its regular format.
   e. Upon fulfilling the CBA, students receive credit on their transcript for the course. A copy of the CBA request will be placed in a student’s permanent file. CBA is graded on an A–F or S/U basis according to the normal grading system of the course in its regular format.

2. Complete the following procedures to obtain approval of a CBA request:
   a. The Course by Arrangement form is available through Blink (Home tab > Forms channel > CAPS Programs > CAPS Students > Course by Arrangement).
   b. The student meets with the faculty member who will supervise the study. They review the course syllabus and determine the number and frequency of regular contacts between the student and supervisor. Students doing research off campus will contact their supervisor by phone at regular intervals, at the student’s expense.
   c. The CBA request is then submitted to the program director for approval, if different from the supervisor of the study, and to academic services.
   d. The student submits the completed and signed agreement to CAPS during the registration dates for the term in which it is to take place.
   e. Processing of the agreement by the registrar validates the agreement.
Curricular Practical Training

Curricular Practical Training (CPT) is alternate work/study, internship, cooperative education, or any other type of required internship or practicum for international students that is offered by sponsoring employers through cooperative agreements with the school. The Bethel University College of Adult & Professional Studies curriculum includes opportunities for CPT either through required or optional, credit or non-credit, full-time or part-time, paid or unpaid, on-campus or off-campus internships. To qualify as CPT, the internship must be formally approved by the student’s program director (signifying that the CPT is relevant to the student’s program of study) and by the associate dean for International Students and Programs (signifying that the CPT is in regulatory compliance with current legislation). Course number 176 in the appropriate discipline is assigned to non-credit CPT, and the student will be billed a $400 course fee per term of non-credit CPT. Course number 376 in the appropriate discipline is assigned to CPT for credit, and may be taken for 1–4 credits per term, and is repeatable.

Policy

1. An acceptable CPT experience is one that expects the student to:
   a. Make a deliberate application of one’s academic knowledge and skills.
   b. Continue to learn as stimulated by the problems and issues encountered.
   c. Grow in one’s personal maturity and confidence in one’s abilities.
   d. Develop empathy with and understanding of persons, groups, and settings typically not encountered on campus.

2. The proposed CPT must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within the existing course structure.

3. It is conducted under joint supervision of a Bethel faculty member and an onsite supervisor. Both parties agree on the specific objectives and assignments before beginning and jointly evaluate the student’s work during the experience and at the end. There should be a plan for ongoing processing of the experience (log, weekly meetings, etc.). It is expected that the Bethel faculty supervisor will meet at least bi-weekly with the student.

4. The CPT position may be part time or full time and may be salaried or non-salaried. Routine jobs or work that repeats previous experience does not qualify for an academic credit CPT. The work must provide an opportunity to meet academic/educational objectives.

5. The student must meet the following criteria:
   a. Be currently enrolled in the College of Adult & Professional Studies and have at least one year (three academic terms) of prior enrollment in CAPS.
   b. Have a Junior or Senior class standing.
   c. Declare a major in the department of the internship being proposed.
   d. Have a minimum cumulative GPA of 2.0 and a 2.25 GPA in the major. (Individual departments may require a higher GPA).
   e. Meet additional criteria as established by each department.

6. CPT for academic credit requires minimum time onsite:

<table>
<thead>
<tr>
<th>Internship Level</th>
<th>Minimum Time Onsite</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-credit Internship</td>
<td>45 hours</td>
</tr>
<tr>
<td>Two-credit Internship</td>
<td>90 hours</td>
</tr>
<tr>
<td>Three-credit Internship</td>
<td>135 hours</td>
</tr>
<tr>
<td>Four-credit Internship</td>
<td>180 hours</td>
</tr>
<tr>
<td>Five-credit Internship</td>
<td>255 hours</td>
</tr>
<tr>
<td>Six-credit Internship</td>
<td>270 hours</td>
</tr>
</tbody>
</table>

7. A maximum of nine credits in internships may be taken. Each separate internship must have goals and objectives different than the prior ones taken for credit.

8. Internships are graded S/U (see: Grading System).

9. This policy identifies minimum college-wide requirements. Departments may choose to supplement this with additional requirements.

10. Students must submit a completed and signed Curricular Practical Training form for approval to the registrar no later than the final day of the preceding semester. The form is available through Blink (Home tab > Forms channel > CAPS Programs > CAPS Student > Curricular Practical Training form).
Directed Study

Depending on the major, a student may be required to complete a directed study experience or may have the option of completing an elective directed study experience in his/her major under the guidance of a faculty member. The directed study may consist of independent reading and/or research, or travel with related study. Students shall design such an experience in cooperation with academic services and the supervising faculty member. A directed study will receive course number 470 in the appropriate discipline.

Policy

1. Students may engage in an elective directed study under the following regulations:
   a. The proposed study must embody significant academic purpose and content, equal in quality to a regular course, yet be of such a nature that it cannot be obtained within an existing course. The amount and distribution of work should be similar to that of a regularly offered course of comparable credit.
   b. Students must have demonstrated in program coursework that they have the capability and background to study independently. Students must have an overall GPA of 3.0 or higher as certification of this ability.
   c. Students may take only one directed study per term and no more than a total of two directed studies toward graduation. A faculty supervisor may direct no more than two directed studies per term.
   d. Upon fulfilling the agreement, students receive credit on their transcript for the course as titled. A copy of the agreement will be placed in a student’s permanent file. Directed study is graded on an A–F basis, not S/U.

2. Complete the following procedures to obtain approval of a directed study proposal:
   a. The Directed Study Agreement form is available through Blink (Home tab > Forms channel > CAPS Programs > CAPS Students > Directed Study-PDF).
   b. The student meets with the faculty member who will supervise the study. They jointly prepare the agreement form, listing the objectives of the study, its relationship to the student’s overall program, the specific content and procedures of the study, the definition of student and faculty roles, the product or response to be made by the student on which his or her learning will be evaluated, and the number and frequency of regular contacts between the student and supervisor. Students doing research off campus will contact their supervisor by phone at regular intervals, at the student’s expense.
   c. The Directed Study Agreement is then submitted to the program director for approval, if different from the supervisor of the study, and to academic services.
   d. The student submits the completed and signed agreement to CAPS during the registration dates for the term in which it is to take place.
   e. Processing of the agreement by the registrar validates the agreement.