

# Is your program ready for Internship Accreditation?

**Take this *easy self study* and find out!** If you answer yes to most questions within each category then you may want to think about investing a piece of your time into documentation of those facts through the self-study process and going through the Accreditation Process. Most of the program directors that have gone through the process estimate that the self-study takes approximately three working days. An Application can be submitted at any time. Once an application is sent to the review team, the review team will work with the applicant to set up and complete a site-visit and submit a report and recommendation to the Accreditation Council to be decided through a vote of the Board Members. The accreditation process should take **6 months**.

MISSION AND GOALS	YES	NO
My internship program has a mission and goals that are aligned with the institution's mission and goals.		
My internship program has a mission and goals that were developed through collaborative participation by key stakeholders as appropriate for student populations and community standards.		
My internship program has a mission and goals that are periodically evaluated and approved by the host institution.		
My internship program has a mission and goals that are clearly defined, reference student learning and development, and are used to guide program activities that engage students in planned, educationally-related work and learning experiences.		
My internship program has a mission and goals that are publicized to constituents and available to potential participants.		
My internship program has a mission and goals that are periodically evaluated by stakeholders and approved by the host institution.		

<b>INSTITUTIONAL RELATIONSHIPS</b>	<b>YES</b>	<b>NO</b>
My internship program effectively integrates the program into the academic and administrative culture, policy, and practices of the institution through collaboration with colleagues and departments to promote student learning, development, persistence and success.		
My internship program ensures that the academic nature of the program is maintained through activities including the awarding of academic credit for a wide range of experiences that are appropriate for students at various departmental levels and that is based primarily upon learning not just upon hours accrued at the site.		
My internship program effectively places faculty in a role of program support, endorsement, development, and evaluation and includes a syllabus or plan that describes the purpose and outcomes, assignments and course requirements, and the roles and responsibilities of all parties.		
My internship program has finances, staffing, and administrative processes that are sufficient to achieve program mission and goals.		
My internship program has funding priorities which are established based upon need and demonstrate responsible stewardship consistent with institutional protocols.		
My internship program has degreed, credentialed and qualified professionals to lead the program and to carry out program goals including strategic planning, supervision, management, assessment, communication, advocacy and data-based decision making		
My internship program has professionals who keep abreast of the research, theories, legislation, policies and development that effect the program.		
My internship program has ethical standards that all professionals understand govern behavior of all program participants and how those are established, communicated, and periodically reviewed.		
My internship program has processes that are used to periodically evaluate institutional relationships and to ensure that the program is welcoming, accessible and inclusive to persons of diverse backgrounds and are equitable, non-discriminatory and free of harassment.		
<b>EMPLOYERS</b>	<b>YES</b>	<b>NO</b>
My internship program has a process that ensures that employment locations are appropriate working/learning environments and employers participate in the learning aspect of the program.		
My internship program has a process that ensures that academic internships are planned, professional and supervised.		
My internship program has a criteria for academic internship sites and a process that ensures participating employers and community partners support program goals.		
My internship program has ethical standards that govern the conduct of employers and community partners which are in compliance with laws, regulations, and policies that relate to their respective responsibilities, clearly established, effectively communicated, and periodically reviewed.		
My internship program has a process that considers employer and community partner recommendations for program improvement in the program evaluation process.		

<b>STUDENT LEARNING ENVIRONMENT</b>	<b>YES</b>	<b>NO</b>
My internship program has student participation criteria and policies that support student learning outcomes and apply course content through effective processes and procedures.		
My internship program has a process in which work is structured and learning objectives are established to insure that major or career-related learning outcomes occur in real-world situations.		
My internship program demonstrates how student learning is supported in the structure of the curriculum and academic internship experience.		
My internship program has ethical standards governing student behavior that are established, communicated and periodically reviewed.		
My internship program has a process in place to ensure that students are effectively prepared for participation prior to their academic internship.		
My internship program has a process in place to ensure that students reflect upon their learning and articulate their personal and professional development.		
My internship program demonstrates that the majority of students persist in fulfilling the minimum time requirement established in the program guidelines.		

*You're almost done! Only one more section to go.*

*Just turn the page and answer the last section to unveil how close your program really is to being ready for Accreditation.*

If you would like **mentoring** arranged by the Chair contact:

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OUTCOMES ASSESSMENT / PROGRAM EFFECTIVENESS	YES	NO
My internship program has an evaluation process in place for each academic internship experience through which student learning and development results are assessed, articulated and used for improvement.		
My internship program uses assessment results to demonstrate how learning outcomes for students are used to improve the student learning experience.		
My internship program uses assessment results to support institutional goals or to provide feedback into the classroom.		
My internship program demonstrates that changes resulting from assessment and evaluation are shared with stakeholders.		
My internship program assessment methodologies may include, but are not limited to, direct and indirect evaluation, qualitative and quantitative methodologies, and existing evidence from all constituents to determine to what extent learning outcomes are being met.		
My internship program demonstrates that assessment of the impact of participation is used to improve relationships and outcomes for all constituents.		

If you are ready to **submit an application** and want to get assistance in moving forward with the process, contact the Vice-Chair for Accreditation:

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