FREQUENTLY ASKED QUESTIONS

What are American University requirements for academic internships?

University guidelines for credit-bearing internships are described in the academic regulations here: http://www.american.edu/provost/regulations.cfm

What is the SPExS process to document internships?

1) Students.
   - Students must write descriptions of their educational internships in Experiential Learning Forms (ELFs).

2) Internship supervisors.
   - Supervisors receive email requests to review ELFs. If the supervisor approves, the form is emailed to the internship professor.

3) Internship professors.
   - Login: https://spexs-csm.symplicity.com/faculty
   - Professors receive emails with requests to review ELFs.
     a. If ELFs are missing, student(s) and/or supervisor(s) have not submitted the form(s).
     b. To see a complete list of ELFs, as well as end of semester evaluations, faculty must login to the Internship Web.

Where do reminders come from?

Prompts about ELFs come from: americanuspexs@symplicity.com and/or morrill@american.edu
What are the details about internships?

- **Requirements:** Students with no ELF one month after the semester begins must complete the Internship Alternative.
  - See “Internship Resources” on the Internship Web navigation bar for detailed Internship Alternative guidelines.
- **Approval:** Professors must approve each internship form (scroll to the end of the ELF).
  - Professors may choose to reject an ELF for any reason.
  - Denied ELFNs will be returned to students for edits and resubmission.
- **Communication:** While SPExS staff audit internship forms and evaluations for completion, professors may also choose to remind students and internship sites about form deadlines.
  - Professors may enforce penalties for late forms.
- **Review:** Click review by each student’s name to see this:
  - Experiential Learning Form (ELF)—due the first two weeks of the semester
  - Timesheet and Tasks Form—optional to complete after ELF approval
  - Student Self-Evaluation—due the final two weeks of the semester
  - Program Evaluation—due the final two weeks of the semester
  - Supervisor Evaluation—due the final two weeks of the semester

How do I document internship time and tasks?

**USE THE NEW: OPTIONAL TIMESHEET AND TASKS FORM**

What are SPExS internship resources for students?

- **Student Internship Web:** [https://spexs-csm.symphlicity.com/STUDENTS](https://spexs-csm.symphlicity.com/STUDENTS)
  - Students gain access as soon as they pay deposits.
- **Internship Advising:** [http://www.american.edu/spexs/interns/advising.cfm](http://www.american.edu/spexs/interns/advising.cfm)
- **Internship Guide & More:** Resources available to students immediately after they submit deposits.

NOTE: After ELFNs are approved, international students on J Exchange visitor visas must receive “Work Authorization” from AU International Student and Scholar Services (ISSS). Approval requires 4-5 business days to process, on average. Students receive final notification about “Work Authorization” approval from isssemployment@american.edu Students need to consult AU advisors for more details.