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## **Nonprofit Leadership Minor Internship Guidelines**

The Nonprofit Leadership Minor (NPLM) will enable PLU students from any discipline to graduate with knowledge of the nonprofit sector and its operations. The NPLM will prepare students with the skills required to run a nonprofit organization as a member of the organization's staff and/or as a contributing member of the Board of Directors.

Towards this end, all students seeking the Nonprofit Leadership Minor must complete a 4-credit internship in a nonprofit setting. The following guidelines are provided:

**Faculty Sponsor:** All students should choose a faculty sponsor in their own field or discipline.

**Finding a nonprofit setting:** The student should find an internship with an organization registered as a 501(c)(3) with the Internal Revenue Service. In some cases, other tax-exempt designations will be accepted, but the student should seek approval from the Director of the Nonprofit Leadership Minor.

There are several ways to find an appropriate nonprofit, though the best way is through the student's own contact network. The student can seek additional guidance from their advisor, the Academic Internship Office (<http://www.plu.edu/intern/widgets/list-items/3-students-employers-newsletter-quicklinks/find-an-internship-landing.php>), or the Center for Community Engagement and Service (<http://www.plu.edu/service/>).

**Internship Duties:** Internship duties can range from an operational position where the student helps provide the service directly to the nonprofit's clients to an administrative support position in the nonprofit's central office. Either type of duty will fulfill the internship requirement, though an internship that combines both operational and administrative duties is recommended.

**Registration:** Students registering for an internship have two options for the course designation. Students choosing to register through their own discipline will register for XXXX495, where XXXX refers to the four letter designation for their particular area. Students choosing to register through the Academic Internship Office will register for AICE476.

Students must follow the internship registration guidelines set by their specific discipline and/or the registration guidelines set by the Academic Internship Office.

*In all cases, students must seek approval from the advisor to the Nonprofit Leadership. This ensures that the internship is appropriate for the Minor, and that the internship will be registered through Banner as partial fulfillment of the NPLM.*

**Credits:** PLU's internship guidelines may vary from department to department, but any internship must at least meet the requirements set by the Academic Internships Office

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(<http://www.plu.edu/intern/students/academic-credit/home.php>). Students may choose to register for more than 4 credits, though only 4 credits will be applied to the completion of the minor. 4-credits is comparable to 120 hours of internship work.

**Documentation of Learning:** The documentation of learning should be an agreement made between the student and their faculty sponsor before the internship starts. This will vary from discipline to discipline and advisor to advisor.