



## **Internship Guidelines for Academic Credit**

An internship is a great way to explore possible careers, apply your classroom knowledge to the workplace, and develop skills that could give you a competitive edge in the job market. Students with sophomore, junior, or senior standing are eligible to earn credit for completing an approved internship. If you are interested in getting academic credit for an internship you must follow these internship guidelines.

***It is the student's responsibility to secure an internship position.***

Credit hours are awarded using the ratio of 1 semester credit hour per every 50 hours worked on site and may range from 1-6 (Depending on the program) semester credit hours with 6 semester credit hours being the maximum amount of internship credit that may be awarded in one term. Students who wish to pursue an internship should take the following steps:

### **Step 1: Research**

Prior to internship:

- Consider where you would like to do an internship.
- Schedule a meeting with your advisor or our career services coordinator to explore options.
- Apply for internship positions.

### **Step 2: Paperwork**

Obtain the documents that are required to start the process:

1. Internship contract
2. Job description from the internship site
3. Intern's supervisor contact information
4. Learning objectives from internship
5. Syllabus

### **Step 3: Complete & Obtain Signatures**

- Obtain the approval of:
  - Career Success Coordinator
  - Academic Advisor
  - On-site Intern supervisor or designated official from the site

Submit the contract to Registrar's office for registration into the class once your paperwork is completed. You will be registered for the number of credit hours according to the contract.

### **Step 4: Complete Your Internship**

- During the course of the semester, complete your internship hours and refer to the syllabus provided by your advisor to complete your outlined learning objectives

### **Step 5: Getting Your Grade**

- Your academic advisor will verify the hours you've completed with your internship coordinator and award you a grade based on the syllabus, and guidelines provided