

Internships

An internship is a form of immersive experiential learning that integrates knowledge and theory learned in the classroom and/or studio with practical application and skills development in a professional setting. Internships provide students with valuable applied experience and allow them to make connections in professional fields that they are considering for career paths. These experiences also give employers the opportunity to guide and evaluate student talent that may be suited for future opportunities with them. The College expects sponsors of credit-bearing internship experiences to provide career-related experiences that challenge college-level students.

No more than 20 percent of the internship should be clerical in nature. Students seeking internships must have enough information to be able to evaluate opportunities, make decisions as to whether or not they should apply, and later seek academic credit for the experience. Internship sponsors should provide the Center for Career Services complete internship descriptions similar to normal job descriptions. At a minimum, internship job descriptions must articulate the professional nature of work expected and the willingness of the internship sponsor to provide onsite supervision of the intern.

All international student employment is subject to USCIS (U.S. Citizen and Immigration Services) approval. International students must complete their Internship Agreement form and bring it along with their internship offer letter to the Director of International Student Affairs, who will authorize Curricular Practical Training on their I-20. Once international students have job offers and authorization for Curricular Practical Training on their I-20, they must take the documentation, along with passport and I94, to the Social Security Office to apply for a Social Security Number.

Internship Credit Requirements

To be eligible to receive credit for an internship, students must meet the following standards:

- 3.0 GPA
- Register for an internship course (INTE 301 for elective credit or your major's specific course)
- Complete the Internship Agreement form signed by their Internship On-Site Supervisor, major's Department Head or a Faculty Designee, the Associate Vice President for Academic Affairs/Dean of Undergraduate Studies and the Academic Advisor. The form must be on file with the Office of the Registrar.

Required Internships

For internships that are required in a program of study, majors have specific guidelines regarding student eligibility for participation. Students must work with their academic advisor in Advising, Records, and Registration Services to ensure that they qualify and are registered for credit.

Earning Elective Internship Credit

Students may receive from one to 12 elective credits for their internship based on the expectations of time spent on task. An internship experience must be a minimum of 45 hours to earn credit. Students must work with their On-Site Supervisor to determine a weekly schedule and/or total expected hours. Students should work with their Department Head or Faculty Designee to determine how they should document their hours worked—using a journal and/or time sheet for example. Credit awarded will be determined as follows:

Credits Earned	Hours Worked
0	Less than 45 hours

Credits Earned	Hours Worked
1	45-89
2	90-134
3	135-179
4	180-224
5	225-269
6	270-314
7	315-359
8	360-404
9	405-449
10	450-494
11	495-539
12	540

Earned credits are applied to the degree program as elective studio credits. Credit or no credit will be based on completion of a journal and/or timesheet, Supervisor Evaluation, and an oral presentation given in the fall semester following the internship experience.