

Internship Policy

I. SCOPE

This policy is intended for undergraduate students.

II. STATEMENT

An internship is any opportunity to gain exposure to a career field of interest, which is crucial in preparing for students' post-Goucher plans. Internships can be paid or unpaid, full-time or part-time, for academic credit or not, and they are for a specific time period.

III. PURPOSE

The purpose of this policy is to provide guidelines for students who wish to register for academic credit for their internship.

IV. PROCEDURES

1. Students must work 45 hours at the internship for each academic credit. (1 credit = 45 hours, 2 credits = 90 hours, 3 credits = 135 hours and 4 credits = 180 hours).
2. Students may earn a total of eight (8) internship credits toward graduation. Students participating in more than eight internship credits will not be able to apply those additional credits towards graduation.
3. Credit can be awarded only when the internship coincides with the semester that the student registers for such credit.
4. Students may complete only one (1) internship (up to four credits) per semester, including summer.
5. Students can complete more than one internship at a site, but the responsibilities and academic work involved in the internship must be different for additional credit to be earned.
6. Students may take an academic internship course for zero-credits.
7. Students must complete a reflection document about their internship experience and return it to the Career Education Office (CEO) by the deadline.
8. A student's internship site supervisor and faculty internship sponsor must be different people.
9. The faculty internship sponsor must be from the department in which the internship credit will be awarded.
10. For credit internships, the faculty internship sponsor is responsible for submitting a final grade to the Registrar's Office.

V. RESOURCES/FAQ

For more information on Internships, please go to: <https://www.goucher.edu/career-education-office/professional-experience/internships/>

For more information on the process to register for academic credit, please go: <https://www.goucher.edu/career-education-office/professional-experience/internships/registering-for-an-internship-course>

VI. RESPONSIBLE OFFICE

For more information or if you have questions about this policy, please contact the Career Education Office at career@goucher.edu

VII. HISTORY

Updated: March 2023