

INFORMATION SHEET TO REGISTER FOR AN INTERNSHIP COURSE FOR ACADEMIC CREDIT

An academic internship is a learning experience, where credit is awarded through an academic department for work that relates to a course of study.

STEPS TO REGISTER FOR AN INTERNSHIP COURSE

Meet with your [Academic Advisor](#) to discuss your eligibility to enroll in an academic internship course and credit options.

1. Secure an internship, doing work that will align with your academic major.
2. Secure a [Faculty Internship Sponsor](#) from the department in which you want to receive credit, most likely your major or minor. Discuss what academic work will be required for the course and needs to be included in the ILA.
3. Discuss responsibilities and supervision with your internship [Site Supervisor](#).
4. **Optional:** Meet with the [Office of Global Education](#), if pursuing an independent international internship that is not affiliated with a study abroad program or requesting a study abroad substitution.
5. Complete the Internship Learning Agreement (ILA) with feedback from your Site Supervisor and Faculty Internship Sponsor. Find the ILA in Handshake via the Career Center tab under [Submit an Experience](#).

DEADLINES TO SUBMIT THE ILA

Early Fall 2023 Deadline – September 1, 2023

Final Fall 2023 Deadline – October 6, 2023

Final Winter 2023 Deadline – December 8, 2023

Early Spring 2024 Deadline – February 2, 2024

Final Spring 2024 Deadline – March 15, 2024

Early Summer 2024 Deadline – May 31, 2024

Final Summer 2024 Deadline – July 5, 2024

INTERNSHIP POLICIES

These policies can be found in the [academic catalogue](#) and govern how students receive credit for internships:

1. **Students must work 45 hours at the internship for every one 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 additional credit 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 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.

ADDITIONAL INFORMATION

- **Zero-credits:** Students can register for an internship course for zero-credits, which will be recorded on the academic transcript. Please note that a zero-credits course does not satisfy any major/minor or study abroad requirements.
- **Credit overload:** Keep in mind how 1-4 credits will affect your course load. If you will be in credit overload (more than 18 credits), you must petition the Associate Provost for Undergraduate Studies for permission to take the additional credits.
- **Fees for summer/winter breaks and overload:** Students will [pay a per credit-fee for an internship course](#) occurring in the summer or during winter break. Additional fees are applied if the student is in overload of the 18-credit limit during the fall or spring semester. Check with the [Billing Office](#) for more information.

Please see Page 2 for a listing of internship courses and grade options.

INTERNSHIP COURSES AND GRADE OPTIONS

Please consult the [2023-2024 Academic Catalogue](#) for course descriptions and prerequisites.

Students will need to work 45 hours at the internship site for every one credit. **(1 credit = 45 hours, 2 credits = 90 hours, 3 credits = 135 hours and 4 credits = 180 hours)** For a zero-credits internship course, students need to work at least 30 hours.

| MAJOR/MINOR | COURSE # | GRADE OPTION |
|--|--------------------|------------------|
| American Studies | AMS 290 | |
| Biological Sciences | BIO 290 | P/NP |
| Business Management – BUS 390 must be taken for at least 2 credits required for Major; must be taken for 4 credits required for Minor; internship must be completed off-campus | BUS 290 BUS 390 | P/NP |
| Chemistry | CHE 290 | P/NP |
| Communications & Media Studies - Major requires at least 2 credits. Check with your academic advisor | COM 390 | P/NP |
| Computer Science | CS 290 | P/NP |
| Dance – dance majors must take either course for a letter grade, non-dance majors can do either | DAN 290 DAN 490 | EITHER EITHER |
| Economics | EC 290 EC 390 | P/NP P/NP |
| Education Studies | ED 290 | P/NP |
| Engineering Science | EGR 290 | P/NP |
| Environmental Studies | ES 290 | P/NP |
| Equine Studies – internship required to be off-campus | EQS 290 | P/NP |
| French Transnational Studies | FR 390 | |
| History | HIS 290 | P/NP |
| Data Science | DMC 290 | P/NP |
| Interdisciplinary Studies | IDS 290 | |
| Latin American Studies | LAM 290 | P/NP |
| Legal Studies | PLS 290 | P/NP |
| Literary Studies | LIT 290 | EITHER |
| Music | MUS 290 | P/NP |
| Peace Studies – Fall/spring semester | PCE 290 | P/NP |
| Philosophy | PHL 290 | P/NP |
| Physics | PHY 290 | P/NP |
| Political Science & International Relations – Political science major requires at least 2 credits | PSC 290 | LETTER |
| Professional and Creative Writing | WRT 290 | EITHER |
| Psychology – see catalogue descriptions or academic advisor for more information | PSY 390 PSY 490 | P/NP LETTER |
| Public Health – Fall/spring semesters | PH 390 | EITHER |
| Religion and Justice | RJ 290 | |
| Sociology/Anthropology | SOA 290 | P/NP |
| Spanish | SP 390 | P/NP |
| Studio Art | ART 390 | EITHER |
| Theatre | THE 290 | EITHER |
| Visual and Material Culture – Fall/spring semesters | VMC 290 | |
| Women, Gender, and Sexuality Studies – see academic advisor for more information | WGS 490 | EITHER |