

REGISTERING FOR AN ACADEMIC INTERNSHIP CHECKLIST, POLICIES AND INFORMATION

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

STEPS TO REGISTER FOR CREDIT

1. Meet with your Academic Advisor to discuss your eligibility to enroll in an academic internship course and credit options.
2. Secure an internship, doing work that will align with your academic major.
3. Secure a Faculty Internship Sponsor from the department in which you want to receive credit, most likely your major or minor. Discuss what the academic work will be required for the course.
4. Discuss responsibilities and supervision with your internship Site Supervisor.
5. Meet with the Office of International Studies, if pursuing an independent international internship that is not affiliated with a study abroad program.
6. Complete the Internship Learning Agreement (ILA) with feedback from your Site Supervisor and Faculty Internship Sponsor. Find ILA here: <https://www.goucher.edu/career-education-office/professional-experience/internships>

DEADLINES TO SUBMIT ILA

Fall I 2018 – August 31, 2018

Fall II 2018– October 19, 2018

Winter 2019 – December 7, 2018

Spring I 2019 – February 1, 2019

Spring II 2019 – March 29, 2019

Summer I 2019 – June 7, 2019

Summer II 2019– July 12, 2019

INTERNSHIP POLICIES

These policies are 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 courseload. If you will be in credit overload, you must petition the Associate Academic Dean for permission to take the additional credits.
- **Fees for summer and overload:** Students will pay \$450 per credit for internship courses 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 regarding any updated and additional fees that may apply.

Please see the reverse of this page for a listing of internship courses and grade options.

INTERNSHIP COURSES AND GRADE OPTIONS

Please consult the 2018-2019 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	COURSE #	GRADE OPTION
American Studies	AMS 290	
Art	ART 390	EITHER
Art History	ARH 290	EITHER
Biological Sciences	BIO 290	P/NP
Book Studies	BKS 290	
Business Management – talk with your academic advisor to understand the credit required	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	LIT 290	P/NP
English	ENG 290	EITHER
Equine Studies	EQS 290	P/NP
Environmental Studies	ES 290	P/NP
French	FR 390	
German	GER 290	P/NP
History	HIS 290	P/NP
Historic Preservation	HP 290	EITHER
Interdisciplinary Studies	IDS 290	
Latin American Studies	LAM 290	P/NP
Legal Studies	PLS 290	P/NP
Mathematics	MA 290	P/NP
Music	MUS 290	P/NP
Peace Studies	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
Premedical Studies	PMS 290	P/NP
Psychology – see catalogue descriptions or academic advisor for more information	PSY 390 PSY 490	P/NP LETTER
Public Health	PH 390	EITHER
Religion	RLG 290	P/NP
Russian	RUS 290	P/NP
Sociology/Anthropology	SOA 290	P/NP
Spanish	SP 390	P/NP
Theatre	THE 290	EITHER
Women, Gender, and Sexuality Studies	WGS 490	EITHER
Writing	WRT 290	EITHER