

Sample For-Credit Internship Process

- *All for-credit opportunities must take place during the same semester the class is taken, and all paperwork authorizing the opportunity must be completed by the last day of drop-add for that semester.*
- *All stated requirements, listed below, are suggestions based on observed general standards of other departments with established for-credit internship programs. What year a student can first participate, GPA requirements, number of opportunities students can receive credit for, total hours required to work can be defined by the academic program offering credit.*

Why Do an Internship?

There are two good reasons to do an internship:

- 1) Internships provide a unique opportunity to make connections between what you are learning in the classroom and what you might do in your future careers. This is where you discover how the skills you have been developing in your CUA courses can actually help you in the workplace! You will discover that the ability to read, write, analyze data, and understand the big picture that your instructors have been instilling in you will be indispensable in your future careers. You will return to the classroom with an even better sense of why you are being asked to write all those papers and do all those problem sets.
- 2) Internships can also lead directly to future employment. You will gain valuable experience and contacts that will help you in your job search, and you may even be offered a job by the organization with which you intern.

What Are the Rules for Counting Internships for Credit?

- 1) Each internship counts for 3 credits. You may take two internships for credit for a total of six credits, but you may take only one internship in any given semester. Internships that you take through another department may count towards this limit.
- 2) Internships offered through “Your Department Name” can be used to meet distribution requirements, major requirements or for elective credit.

What Are the Prerequisites for Participation?

- 1) You must be in good standing within the “Your Department Name”, i.e., you must have a cumulative GPA of 3.0 or higher. (*can be adjusted by the department*)
- 2) You must have junior status. (*can be adjusted by the department*)

How Do I Get Ready for an Internship?

The first step is to prepare yourself for the internship search by completing a number of tasks through the Office of Career Services (OCS):

- 1) Make an appointment with a career counselor to identify your area of interest.
- 2) Create a resume and cover letter
- 3) Practice your interviewing skills.

How Do I Find an Internship?

Students may find internships in a number of ways:

- 1) By consulting with Career Services on how to conduct an internship search. OCS has access to a large database of internships open to CUA students on [Handshake](#). OCS career counselors can also meet with students to help them conduct their search.
- 2) By consulting faculty members who do research in a field they are interested in.
- 3) Departmental notifications.
- 4) Through independent research.

What Criteria Does an Internship Have to Meet on Order to Be Taken for Credit?

(All final decisions on requirements are made by the Department)

- 1) The internship must run during the Fall or Spring semester and requires a minimum of 140 hours of work in total. The required number of hours can be adjusted with the approval of the faculty adviser.
- 2) The greater part of the work you will be doing is related to the specific skills you are interested in acquiring.
- 3) You will have a direct supervisor who will ensure that the position requirements will be met. The supervisor will track your work attendance and submit an interim evaluation and a final evaluation. The supervisor's contact information and signature must appear on the application form.
- 4) The work for the internship will be done on site. No online-only internships are permitted.

Once I Identify the Internship I'm Interested In, What Next?

(Departments can choose other requirements but an internship agreement form must be completed)

Meet with [Contact Name](#) to review the opportunity for its' viability as a for-credit opportunity. Be sure to understand the application process required by the internship organization.

If the opportunity is provisionally approved, then you must complete an application that includes the following elements:

- 1) An **application form**
- 2) A **statement of purpose** (approximately one page in length) that articulates the intellectual and professional rationale for the internship. An internship may be related to a field you are interested in pursuing professionally after college, or it may satisfy other intellectual or personal goals, as long as these are clearly and convincingly articulated.
- 3) The completed **course proposal form** from the faculty adviser.
- 4) A completed **internship agreement form** from the sponsoring organization confirming that the internship meets the criteria spelled out above and promising to complete the interim and final evaluations by the specified deadlines.

Who Needs to Approve the Application?

You will need the signatures of the following on the completed application:

- 1) Your signature as a participating student
- 2) The supervisor overseeing your work on-site
- 3) The faculty adviser overseeing the class

What Is the Deadline for the Completed Application?

The completed application will be due by the end of the registration period during the semester before the proposed internship. No applications will be accepted once the drop-add period ends for the targeted semester.

Supervision of the Internship (*Example only - Departments can define this section*)

During the semester of the internship, in addition to attending all scheduled work sessions, you must maintain regular contact with the faculty adviser.

You will normally attend **5 to 7 meetings** with the **faculty adviser overseeing the internship**, but these meetings can be structured and scheduled as the faculty adviser directs. For example, some faculty members who are advising more than one internship may prefer to meet with several interns at once in a seminar format, whereas others may prefer to meet with interns individually. At these meetings, you and your faculty adviser will discuss such topics as the relationship between previous course work and the subject matter of the internship and the culture of the workplace. The emphasis should be on reflecting critically on the experience of work.

Evaluation of the Internship (*Example only - Departments can define this section*)

Your grade on the internship will be determined by the faculty adviser based on three factors:

- a) Grades on assignments as specified in the internship application. It is recommended that a minimum of one page per week be written by the student with a **substantial paper** due at the end of the internship. Writing assignments may be structured at the discretion of the faculty member. Typical weekly assignments may include:
 - 1) Keeping a journal.
 - 2) Interviewing the internship supervisor.
 - 3) Writing a reflection paper on the experience and how it has affected the student's decision either to continue seeking employment in the area of the internship or to change directions.
- b) The **interim and final evaluations** from the internship supervisor. The student will be required to write a response to these evaluations that should demonstrate thoughtful reflection upon the feedback offered by the supervisor.

Restrictions

You must not schedule internship commitments during their other regularly-scheduled CUA classes. It is your responsibility take travel time into consideration when scheduling internships.

Remember, you cannot receive more than 6 total credits worth of internship credit, including those earned through other CUA departments/programs.