

Professional Internship Program Fact Sheet

Defining the internship boundaries

An internship is a work experience that is completed during one semester; it requires the student to work eight to 16 hours per week (or 12+ hours per week during summer) for a minimum of 120 hours. Successful completion of the internship earns the student three hours of academic credit, which is required by the student's major/minor area of study or is an elective. An internship may be constructed during the summer as a full-time or part-time endeavor. Although many internship positions are unpaid, some students seek out and secure paid internships, especially during the summer months.

Note: Some internship positions are structured to earn six credits. These typically require students to work 20 to 32 hours per week for a minimum of 240 hours during the semester.

Designing jobs

Considerable flexibility to design jobs is enjoyed by participating employers. Consequently, internship positions can focus on any or a combination of the following:

- Participating in rotational structured training programs designed specifically for interns, some of which involve direct exposure to management and supervisory activities.
- Researching, organizing information, and making recommendations through the application of academic coursework.
- Providing direct services to students, residents, clients, or customers.
- Completing projects and performing specific job tasks related to the student's area of study.

Employers are asked to submit a position description or use the *Position Description Form*, which is then submitted to the Program Director prior to the internship period. Internships are available in a wide variety of work sites, including corporations, social service agencies, government, arts organizations, schools, and others. While the range of internships available through the College is wide, students can design an independent internship that fits his or her specific goals. Contact the Professional Internship Program Office for details.

Defining eligibility

Juniors and seniors in all majors with a cumulative grade point average of 2.5 or higher are eligible. Each applicant must have satisfied all college and major requirements commensurate with his or her class standing. Moreover, employers or the student's academic program may require specific coursework, skill levels, and a higher grade point average.

Meeting academic requirements

Internships are graded on a pass/fail basis. In general, to satisfy requirements, the student must:

- Complete all process paperwork, attend monthly seminars, and submit three seminar papers in response to assigned topics. (Refer to the *Quick Reference Requirements Checklist*.)
- Meet the specific and agreed-upon job and internship time requirements.
- Submit an internship project or portfolio (if required) at the end of the internship to the Department Internship Coordinator.

Understanding the application process

The procedure through which internships are awarded is competitive and designed to simulate the actual employment process. Interested students must complete the *Student Application and Advisor Approval Form*. After submitting current résumés and attending preliminary on-campus screening, qualified students will be recommended to specific employers. Employers will make the final decision based on their own selection criteria.