

Opportunities for earning academic credit for internships

Imagine that you have been offered a fantastic internship experience. Did you know that you can get academic credit for this experience that will apply towards your graduation requirements? Students can earn up to 6 credits of internship credit by taking an internship course in their major (i.e. POL 495, SOC 495, etc.) that will apply toward their graduation requirements, or they may complete SAS 495 if they want an internship to fulfill a general elective or with department approval, substitute it to meet a major course. We recommend that you follow the directions below and meet with your advisor:

Student Check List Prior to Registering for an internship Course

- Review the internship description and terms of employment. Does it prepare you to meet your academic and career goals? Do you agree to the terms of employment?
- Review the time commitment. Do you have time to integrate these internship hours into your academic schedule and complete the course assignments for the internship course?
- Do you have the minimum 2.5 GPA needed to take an internship course or a 3.5 GPA necessary if you are an honors student?
- Meet with your advisor to confirm that one or more of the following apply to your academic program: Are you a sophomore or above who has completed 6 credits of an internship course in your major (i.e., POL 495, SOC 495, etc.)? If so, do you want to register for SAS 495 as an elective? Do you have general electives remaining to complete? ,OR
- Are you a a sophomore or above who has not completed 6 credits of an internship course and has elective credits remaining to complete? Ask your advisor if you should take an internship course in your major or take SAS 495 as a general elective.
- If you have accepted an internship offer and have decided not to accept it , it is your responsibility to notify the employer in writing that you have declined their offer and to notify Dean O'Quinn or the instructor of the internship course that you have withdrawn from the internship course prior to the last day to withdraw.
- If after having addressed these questions, you want to register for SAS 495 please do the following:

Next Steps Students for students who want to register for SAS 495

- Notify Dean O'Quinn via email that you have secured an internship and provide her with the name of the company, supervisor, contact information, starting date and job description. Also please let her know what internship course you will be registering for.
- Register for SAS 495, the internship course
- Sign the agreement that reflects your responsibilities to the employer and as a student in the internship course and return to Dr. O'Quinn
- Begin to complete course requirements and assignments on Brightspace
- Purchase textbook
- If you are taking SAS 495, you will need to let Dean O'Quinn know what days are best to schedule a meeting with her and your supervisor. You are required to participate in a meeting with Dean O'Quinn and your supervisor to discuss formative and summative evaluations and assignments. Where you will evaluate the internship experience and your supervisor, and your supervisor can evaluate your performance.

Next Steps for the University:

- Dean O'Quinn will send the University agreement to your employer
- Dean O'Quinn will schedule a meeting with you, your supervisor and her.