

Student Guide to Academic Internships

Step 1

Start early. The semester before you'd like to do an internship, meet with a Faculty Member and Career Education Coach.

With Department Faculty Member:

- Brainstorm internship possibilities and how to begin
- Determine specific departmental requirements for an internship (GPA and whether you will take the general internship course, ID-498, or have a department specific internship)

Career Education Appointment:

- Meet with a Career Coach (make an appointment in Handshake)
- Get help with exploring internships that might be a good fit for you, searching for possible sites, and preparing your résumé, cover letters, and professional online profiles
- **Confirm which internship class/course number you will be registering for; depending on your department and individual situation this may include registering in KnightVision during open registration. ALL internships, once secured, will require a final meeting with the Career Education Center for approval and for registration to be complete (*Step 4).*

Step 2

Secure an Internship

- May be in-person, hybrid, or virtual
- **See approval guidelines on page 2*

Step 3

Find a Faculty Supervisor (If enrolled in ID-498 or ED-499, skip to Step 4)

- Ask a faculty member in your major or one that is knowledgeable in the topic of your internship to supervise your experience
- Set goals and learning objectives for your internship
- Work with your faculty supervisor to complete additional coursework and share your progress throughout the semester on things such as work hours and credits

Step 4

Visit the Boucher Career Education Center (BCEC)

- Set up an appointment in Handshake with a Career Coach for approval of your internship site. Bring an internship job description or 3-4 sentence explanation of your internship duties (see site approval guidelines, back of page)

Step 5

Submit your Required Online Forms in Handshake

- Log in to Handshake, click on “**Career Center**”, then click “**Experiences**”, then “**Request an Experience**” and make sure to complete all sections (you will not have access to these forms until you meet with a Career Coach)
- If you register after the add/drop deadline, you will need to meet with a Career Coach and present a compelling reason as to why you are requesting late credits

Step 6

Complete your Internship

- Check-in regularly throughout the semester with your faculty supervisor and complete coursework as assigned
- Track your internship hours throughout the semester

- Make a great impression on the job!
- Have your site supervisor complete an internship evaluation and send it to your faculty supervisor for grading (this evaluation makes up 40% of your grade)
- Review your evaluation with your faculty supervisor

Step 7

Make the Most of your Experience

- Meet with a career coach after your internship to learn how to leverage your experience for your next internship or job and to update your resumé.

Internship Guidelines

Requirements

- Students must have at least sophomore standing at the start of the internship period: fall, spring, summer. Business students must have at least a junior standing to enroll in ID-498.
- Internship hours and academic supervision must happen concurrently in the same course period (fall, summer, spring)
- The BCEC does not have a GPA requirement; however, some departments have specific internship standards. Make sure to check (see step 1)
- Internship Hours:
 - ⇒ 4-credit internship courses require a minimum of 130 hours, plus additional coursework
 - ⇒ 2-credit internship courses require a minimum of 65 hours, plus additional coursework
 - ⇒ The internship hours must occur during the semester in which the student is earning academic credit in order to count

Site Approval (NACE Guidelines)

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform
- The skills or knowledge learned must be transferable to other employment settings
- The experience has a defined beginning and end, and a job description with desired qualifications
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience
- There is routine feedback by the experienced supervisor
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals

Please note

- Participation or leadership positions in student activities, clubs and organizations, do not meet the necessary standards and intent of completing internships for academic credit. While we encourage internships with off-campus organizations, there are times when on-campus internships may be appropriate. Discuss this with your career coach.
- As site supervisors provide an evaluation that in large part contributes to a student's final grade, internships are not approved for credit when family members supervise the student work. To this end, careful review of reporting structure for the intern will be made in organizations owned by family members or where family members work.
- Because the use of cannabis may be prosecuted pursuant to federal law, be aware that internships in this industry could impact your federal student loans, immigration status, or background checks for security clearances. Choosing an internship or employment in the cannabis industry is at your own risk.