THINKING ABOUT DOING AN INTERNSHIP FOR ACADEMIC CREDIT? READ THIS!!!

Getting Started:

- **Speak with your academic advisor** about when you should do an internship and about the kind of experience you should seek out relative to your major and your career interests.
- **Speak with Crystal Vietmeier in Career Development** for information about:
  - Finding an internship that relates to your major or career interest
  - The requirements of the mandatory Internship Learning Agreement via DocuSign
  - Determining the number of credit hours you plan to earn (each credit represents 40 hours of work for the internship site during the semester in which you are enrolled in the internship course)
- **Enroll in an internship course** for the semester in which you plan to do your internship. Internships can be done any semester after your first semester at Chatham, including over the summer.

Great!! You found an internship you want to apply for:

- **Speak with Crystal Vietmeier in Career Development** for assistance with:
  - your resume and preparing for an interview

Awesome!! You got the internship:

- **Obtain a copy of the internship position description** from your internship site.
- **Ask a professor to serve as your Faculty Supervisor** for the internship. You must have a faculty supervisor for your internship. (Your Academic Advisor can serve as your Faculty Supervisor)
- **Develop at least three learning objectives for your internship** in consultation with your Faculty Supervisor and based on the internship position description you have obtained and shared with your Faculty Supervisor.
- **Identify an academic project in consultation with your faculty supervisor** to submit for consideration when s/he assigns a grade for the internship.
- **Complete an Internship Learning Agreement (ILA) via DocuSign** (instructions and link to DocuSign ILA found on my.chatham under Documents and Forms). The signatures on the agreement represent that the site supervisor, faculty supervisor, student, and Career Development Office are all in agreement with the work that support you in achieving your learning objectives throughout the internship experience.

Tips for making the above go smoothly:

- Once you’ve accepted an internship, make sure you have complete contact information for your Site Supervisor. This information must be included on your ILA!
- Make sure you have all necessary information (mentioned above) for the ILA prior to starting the agreement via DocuSign! *(Refer to the Internship Learning Agreement Sample on my.chatham under Documents and Forms as a guide)*
- Stay in touch with Crystal Vietmeier on all procedural matters. Respond promptly to her emails!
- **Don’t forget to enroll through the portal for your internship course!**
Internship FAQs:

Are internships mandatory? Yes, every undergraduate must earn a total of three academic credits in at least one internship that is related to their major or their career interests.

How many hours must I give my internship site for each credit I wish to earn? Forty hours per credit is required. This means that if you are registered to earn three credits for your internship, you are responsible for 120 hours of work for your internship site. Over a 14-week semester this amounts to about 9 hours per week.

Can I do my internship hours during breaks between semesters? No, you must do your internship hours during the semester in which you are enrolled for the internship course.

Must I do one three-credit internship to satisfy the requirement? No, you can do more than one, e.g. you could do three one-credit internships or one two-credit internship plus one one-credit internship. We recommend doing internships for at least two credits so that over a 14 week semester you are spending enough time at the site to gain the most from the experience.

Can I earn academic credit for an internship for which I am paid? Yes. When an organization, whether it is paying you or not, agrees to take you on as an intern they are agreeing to ensure that a minimum of 85% of the work they assign supports your learning objectives.

Can I earn credit at the same internship site next semester? Yes, you are allowed to do an internship at the same site over two semesters provided that you complete all of the internship requirements, just as though you were doing the internship for the first time. Note especially that you must produce three new learning objectives and a new academic project for your second semester at an internship site.

Can I earn credit for an internship done on-campus? Yes, you can earn three credits through an on-campus internship. The internship experience must be related to your major and/or career goals and support your learning objectives. You cannot earn academic credit for a student employment position on campus.

Can I do an internship for academic credit outside of the United States? Yes.

Can I do an internship for academic credit over the summer? Yes.

Can I add an internship for credit after the add/drop deadline? Internship courses like all other courses, cannot be added after the deadline unless a petition has been submitted and approved through the appropriate academic authority.

Can I earn credit for an internship from which I am fired? No.

Can I earn internship credit for my off-campus federal work study job? No.