

STEPS TO REGISTER FOR AN INTERNSHIP COURSE

1. **Pre-register for the desired internship course.**
 - a. Meet with your [Academic Advisor](#) to discuss your eligibility to enroll and credit options.
 - b. You will identify the internship course for your major and “pre-register” during your registration window.
 - c. The course will be listed as 0 credits and with no instructor.
2. **Secure an internship and identify your Site Supervisor.**
 - a. Secure an internship, doing work that will align with your academic and career goals.
 - b. Discuss responsibilities, expectations, and supervision plans with an internship [Site Supervisor](#).
 - c. If you are still looking for an internship [check out these resources](#).
3. **Identify a Faculty Internship Sponsor.**
 - a. The [Faculty Internship Sponsor](#) (FIS) is the “professor” for your course; it can be your Academic Advisor or any full-time faculty member in the department where you want to receive credit.
 - b. Discuss what academic work will be required for the course and needs to be included in the ILA.
 - c. Confirm that the internship qualifies for credit based on departmental standards.
4. **Complete your Internship Learning Agreement on Handshake.**
 - a. Read the [Internship Information Sheet \(PDF\)](#) and the [Internship Policies](#).
 - b. Consult the [Sample ILA Form](#) for a step-by-step overview of the process.
 - c. Complete the Internship Learning Agreement (ILA) in Handshake under [Submit an Experience](#).
 - d. You are not able to save and return to your ILA; however, once you submit your ILA, you will be able to edit it and [track the process via Handshake](#) to determine the status of the process.
 - e. Once the ILA is completed and approved by all parties listed above, it will be sent to the Registrar to complete your registration for the requested number of credits and instructor (FIS).

Special Instructions:

- **Zero-credit internship courses:** Students can register for an internship course for zero-credits, which will be recorded on the academic transcript. Zero-credit internship courses do not accrue credit and do not satisfy any major/minor or study abroad requirements, hence they do not require a Faculty Internship Sponsor.
- **International Internships:** Meet with the [Office of Global Education](#), if pursuing an independent international internship that is not affiliated with a study abroad program or when requesting a study abroad substitution.

INTERNSHIP POLICIES

These policies can be found in the [academic catalogue](#) and govern how students receive credit for internships:

1. Students must work 45 hours at the internship for every one academic credit. (1 credit = 45 hours, 2 credits = 90 hours, 3 credits = 135 hours and 4 credits = 180 hours).
2. Students may earn a total of eight (8) internship credits toward graduation. Students participating in more than eight internship credits will not be able to apply additional credit towards graduation.
3. Credit can be awarded only when the internship coincides with the semester that the student registers for such credit.
4. Students may complete only one (1) internship (up to four credits) per semester, including summer.
5. Students can complete more than one internship at a site, but the responsibilities and academic work involved in the internship must be different for additional credit to be earned.
6. Students may take an academic internship course for zero-credits.
7. Students must complete a reflection document about their experience and return it to the CEO by the deadline.
8. A student’s internship site supervisor and faculty internship sponsor must be different people.
9. The faculty internship sponsor must be from the department in which the internship credit will be awarded.

ADDITIONAL INFORMATION

- **Credit overload:** Keep in mind how 1-4 credits will affect your course load. If you will be in credit overload (more than 18 credits), you must submit a [Petition](#) for permission to take the additional credits.
- **Fees for summer/winter breaks and overload:** Students will [pay a per credit-fee for an internship course](#) occurring in the summer or during winter break. Additional fees are applied if the student is in overload of the 18-credit limit during the fall or spring semester. Check with the [Billing Office](#) for more information.

Please see Page 2 for a listing of internship courses and grade options.

DEADLINES TO SUBMIT THE ILA

Summer 2024 Deadline – July 8, 2024	Winter 2025 Deadline – January 3, 2025
Fall 2024 Deadline – September 9, 2024	Spring 2025 Deadline – February 7, 2025

Please note: Any ILAs that are not fully approved and submitted to the Registrar by these dates each semester will need to submit a [Petition](#) to add a course after the deadline. If you decide not to pursue credit for your internship, you can drop the internship course by following the drop guidelines for full semester courses as per the [Academic Calendar](#).

INTERNSHIP COURSES AND GRADE OPTIONS

Please consult the [2024-2025 Academic Catalogue](#) for course descriptions and prerequisites.

MAJOR/COURSE NAME	COURSE #	GRADE OPTION
American Studies	AMS 290	P/NP
Art	ART390	EITHER
Biological Sciences	BIO 290	P/NP
Business Management – Minimum of 2 credits required for Major; must be taken for 4 credits required for Minor; internship must be completed off-campus.	BUS 390	P/NP
Chemistry	CHE 290	P/NP
Computer Science	CS 290	P/NP
Dance – dance majors must take either course for a letter grade, non-dance majors can do either	DAN 290 DAN 490	EITHER EITHER
Digital Arts - minimum of 2 credits required for major	DIG 390	P/NP
Data Science/Integrative Data Analytics	DMC 290	P/NP
Economics	EC 290 EC 390	P/NP P/NP
Education Studies	ED 290	P/NP
Engineering Science	EGR 290	P/NP
Environmental Studies	ES 290	P/NP
Equine Studies – internship required to be off-campus	EQS 290	P/NP
French Transnational Studies	FR 390	P/NP
History	HIS 290	P/NP
Historic Preservation	HP 290	EITHER
Interdisciplinary Studies	IDS 290	P/NP
Latin American Studies	LAM 290	P/NP
Legal Studies	PLS 290	P/NP
Literary Studies	LIT 290	EITHER
Media Studies/Communication - minimum of 2 credits required for major	MDS 390	P/NP
Music	MUS 290	P/NP
Peace Studies – Fall/spring semester	PCE 290	P/NP
Philosophy	PHL 290	P/NP
Physics	PHY 290	P/NP
Political Science & International Relations – Minimum 2 credits required for major	PSC 290	LETTER
PreLaw Studies	PLS 290	P/NP
Professional and Creative Writing	WRT 290	EITHER
Psychology – see catalogue descriptions or academic advisor for more information	PSY 390 PSY 490	P/NP LETTER
Public Health – Fall/spring semesters	PH 390	EITHER
Religion and Justice	RJ 290	P/NP
Sociology and Anthropology	SOA 290	P/NP
Spanish	SP 390	P/NP
Theatre	THE 290	EITHER
Visual and Material Culture – Fall/spring semesters	VMC 290	P/NP
Women, Gender, and Sexuality Studies – see academic advisor	WGS 490	EITHER