

POLICIES AND PROCEDURES FOR STUDENT INTERNSHIPS

Eligibility

Students may apply for academic credit for their internship experience if they meet the following eligibility requirements:

- Junior or senior status (90 + credit hours)
- 3.0 GPA in the major
- 16 credits completed in the major for up to 4 credit hours of internship credit
- 24 credits completed in the major for up to 8 credit hours of internship credit

Policies

Credits

Students can complete a maximum of 8 hours of internship credit that will apply toward the major as major elective credit.* Students can choose from 2-credit or 4-credit internship options, depending on number of hours worked. No more than 4 credits can be earned in any one term.

Hours worked

All internship hours worked must take place during the term for which the student is registered. Students must work 4 hours per week for every credit hour earned. Please see below for number of required hours at each enrollment level.

Number of credits earned	Number of work hours required per week	Number of total hours required for the 10-week quarter
2 credits	8 per week	80 per quarter
4 credits	16 per week	160 per quarter

If for any reason a student does not complete the required number of internship hours for the number of credits enrolled by the end of the term, her credits earned will be reduced accordingly.

Internship Criteria

Internships for credit must provide rigorous opportunities for professional and academic development that relate to a student's major course of study. Students must submit an approval form outlining the expected learning outcomes and explaining how the internship relates to her major.

Academic Component

Students enrolled in internships for credit will be expected to attend a corresponding internship course and complete all academic components of the course. Students will be graded using the standard A-F scale.

*In rare cases, students can earn 10 hours of internship credit. However, only 8 credits will count toward the major; the remaining 2 credits, if approved, will count toward general elective credit.

Approval process

Students must secure an internship position before they can apply for internship credit.

To apply for internship credit, students must submit the following forms and documents, found on the Portfolio site:

- Internship credit approval form
- Intern/supervisor agreement
- Experiential learning registration form
- Job description on company letterhead

All forms must be submitted to the Program Chair by the deadline for the term in which a student intends to register. Students are encouraged to apply well before the deadline when possible.

Term	Deadline for approval forms
Fall quarter	August 25
Winter quarter	December 10
Spring quarter	March 10
Summer quarter	May 27

Internship credit approval is granted at the discretion of the Program Chair. If an internship experience is approved for credit, the applicant will be notified by her Academic Advisor who will register her for credit for the appropriate term.