

# Steps to Receive Academic Credit for Internships

**Two weeks or more before deadline: obtain a faculty sponsor.** Find a faculty member in your department to be your faculty sponsor. Your faculty sponsor will need to review the full details of your internship to approve it.

**By the deadline: complete and turn in the internship application.** Find the internship application under RC Connect; Student tab, Internship link. Fill out the application completely before requesting approval signatures from your faculty sponsor and internship supervisor. Emails confirming their approval of your internship position are valid substitutions for signatures.

If you have an **F-1 Visa** you will need to attach a formal offer letter from your internship supervisor and a CPT request form.

## ***Internship Contract Deadlines***

Summer Internship – May 1<sup>st</sup>

Fall Internship – August 15<sup>th</sup>

Winter Internship – December 1<sup>st</sup>

Spring Internship – December 1<sup>st</sup>

*For Spring and Fall Semesters, there is an appeal period until the end of the first week of classes.*

**Before starting your internship: Attend Internship Orientation.** The career development center hosts this orientation to communicate basic yet important workplace expectations.

**Upon beginning your internship: keep a log of activities.** Record the dates, number of hours worked, and activities performed in your log of activities. This will need to be **submitted to your Faculty Sponsor at the end of the internship** to confirm the number of hours you have worked.

**During your internship** keep in mind that you will need to prepare a **Reflective Essay** upon your completion of the internship. Essays should be two pages long and explore how the experience related to the learning goals you expressed in the internship application. **They should be submitted to both your Faculty Sponsor and Internship Coordinator and form part of the basis for grading.**

**After your internship: Encourage Supervisor's Evaluation –** Seek out feedback from your on-site supervisor at the end of the internship, and remind your supervisor to send the Supervisor Evaluation form to your faculty sponsor and internship coordinator. Provide forms and contact information as needed. Supervisor's evaluation can be found online at [www.randolphcollege.edu/internships/forms](http://www.randolphcollege.edu/internships/forms)

## **How to find the right internship for you:**

When we at the RC CDC learn of a new internship opportunity, we post it to [purplebriefcase.com](http://purplebriefcase.com). Create an account with your Randolph College email to identify recently available internships. Other websites to check are [idealists.org](http://idealists.org) and [indeed.com](http://indeed.com). Check in with your professors to see what they would recommend, too!

If you're interested in interning with a specific organization or company and cannot find any listings online regarding it, **make an appointment in the Career Development Center** and we will guide you through the steps to find or develop an internship opportunity.

**Before applying to internship positions**, we highly recommend meeting with us in the Career Development Center to go over your resume and cover letter. You do not want to make a bad first impression when applying for your most desired internship position!

## **Requirements to receive Academic Credit for Internships:**

- Rising Sophomores, Juniors, and Seniors with a minimum cumulative GPA of 2.0 are eligible to complete internships for 1,2, or 3 credits per semester.
- A student may earn no more than 3 credit hours for Experiential Learning (internship) in a semester, with a maximum total of 6 such credits allowed towards graduation.
- Each credit-bearing internship must represent a different learning experience.
- Each credit hour = 42 hours minimum Students may request to change the number of Internship Credits prior to the last two weeks of classes in the semester in which the internship is taking place by utilizing the proper form.
- Students who engage in a credit-bearing internship during the semester must be registered for and maintain a 12-credit course load, exclusive of physical education activity courses.
- Credit-bearing internships may take place at any time during the year. Summer and Winter internships will be assessed a fee of \$150 per credit.
- F-1 visa holders need to obtain Curricular Practical Training (CPT) by showing that the internship is integral to their major course of study, and thus the student must have previously declared their major. More information on CPT is available through the Office of International Student Services and the Career Development Center.

## **What criteria is necessary for an Internship?**

1. The student is provided a realistic exposure to the career field, including training in transferable employability skills.
2. The student receives professional supervision including feedback sessions and a formal evaluation at completion of the internship.
3. The student performs substantive tasks, has a progression of responsibility, or a project.
4. Duration of internship is a minimum of four weeks.
5. Employer must be aware of and in compliance with the U.S. Dept. of Labor guidelines for internships.