I. General
An academic internship is a valuable and integral component of an education. The purpose of an internship is to obtain practical work experience, to apply skills and knowledge learned in the classroom, and to gain exposure to various job opportunities while under the direct supervision of a designated supervisor at the place of internship. Internships may be paid or volunteer and typically last one academic semester.

II. General Academic Internship Guidelines
- The internship must be directly related to a student's degree area or field of study. For the Associate of Science and Associate of Arts, the internship can be related to a career area of interest of the student.
- A faculty sponsor member must approve the internship.
- The internship must be for academic credit using the 298 course number.
- Students registering for academic internship credit must follow registration guidelines and deadlines.
- Students must complete all requirements as outlined in the Internship Agreement to qualify for internship credit.
- An internship course can be offered for one to six credits with 45 hours of work experience equaling one academic credit.

III. Internship Qualifiers
1. Internship Application – An internship application form must be completed and submitted to the faculty sponsor prior to registering for the semester in which the internship will occur. This application must contain a list of learning objectives to be achieved by the student, length of internship, and the credits to be earned.

2. Internship Agreements – An internship agreement must be agreed to by the sponsoring organization, the faculty sponsor, and the student prior to the student commencing the internship experience. The agreement must contain the required hours, dates of the internship, credits to be earned, and a detailed job description or anticipated list of internship duties.

While the student is responsible for completing the Internship Application and Internship Agreement, the faculty sponsor and a representative from the sponsoring organization should participate in completing these documents.

3. Internship Length – Internships should typically be completed within one academic semester. Internships may vary in length based on the company/organization. Caution should be given to internships that last longer than an academic semester, as this could slow down the student’s academic experience/progress.

4. Fixed Number of Credits – Departments should establish definite guidelines regarding how many credits the student should register for, based on the requirements for the student’s specific degree program. Asking how many credits are needed or how many credits the student is willing to pay for is inappropriate.