The Academic Internship Program provides the opportunity for rising sophomores, juniors, and seniors to apply knowledge and skills acquired in the classroom in an experiential setting outside of the traditional university environment while gaining academic credit.

In order to be eligible, students must meet the following qualifications:

- Have a GPA of at least 2.75 for a one-unit internship; a GPA of at least 3.0 for a two-unit internship.
- Find an internship that will allow you to work a minimum of 180 hours for each unit desired (approximately 13 hours/week for a 14-week semester).

APPLYING FOR CREDIT

1. **Identify a Site Supervisor** at your internship who will:
   - Develop a concrete description of your assigned duties.
   - Meet with you on a daily or, at a minimum, a weekly basis to critique and correct your work.
   - Complete a mid-semester and final evaluation that will be sent from Career Services, assessing your performance.

2. **Identify a Faculty Sponsor** who will work with you throughout the internship and be responsible for:
   - Providing a list of required readings to complement the internship.
   - Reviewing your assigned tasks.
   - Meeting with you regularly, at least once for every 20 hours worked, to discuss your progress.
   - Assigning and evaluating your academic component and submitting a credit/no credit grade after receiving evaluations from your Site Supervisor via Career Services.

3. **Develop an Academic Component With Your Faculty Sponsor**. The academic component of your internship can take several forms depending on the area of concentration. Typically, a weekly or bi-weekly journal or blog should be part of the academic component as well as an 8- to 10-page final paper or project for a one-credit internship.
   - Include your proposal in your application.

4. **Complete the Online Internship Application, including uploads**, by the designated deadline (typically one week prior to the add/drop deadline).
   - Include your academic internship proposal.
   - Create and upload your professional resume.
   - Obtain and upload a copy of your most recent transcript; unofficial is acceptable.
   - Obtain and upload your Faculty Sponsor’s signature on the Faculty Sponsor Approval Form.

*NOTE: Please allow 48 hours for application review.*

5. **Register for Credit**. After your internship has been approved by Career Services, you may register for internship credit by registering for the internship course.
Please pay special attention to the registration steps below for the semester in which you are registering your internship:

*Spring/Fall Internship Registration.*
- Once your application has been approved, the Career Services Internship Coordinator will sign an Add/Drop Form, which you must deliver to the Registrar’s Office to complete the registration process. This must be done prior to the add/drop deadline.

*Summer Internship Registration.*
- Once your application has been approved by Career Services, the Registrar’s Office will email you a CRN# so that you can register and pay online. To complete registration, pay the summer course tuition fee online (approximately $1,100 for one unit based on Summer 2016), or at the College of Professional and Continuing Education (COPACE) office prior to the add/drop deadline.

Questions? For further assistance, please contact Career Services at cservices@clarku.edu.