

CHECKLIST FOR REQUESTING AN INTERNSHIP FOR ACADEMIC CREDIT

PLANNING AND REQUESTING CREDIT FOR AN INTERNSHIP CHECKLIST

(Full details/instructions provided on the following pages)

- Meet with your academic advisor** the semester before you plan to complete an academic internship. A student must complete, and have approved, an Internship Proposal prior to beginning an internship experience.
- Start your search.** You are responsible for developing an internship. You may already have a professional opportunity, a location in mind, or want to develop a new internship experience
- Utilize resources.** Discuss openings and opportunities with your faculty internship advisor, consistently check *Handshake*, and visit with Career Services (early and often) for positions.
- Identify internship options.** Turn a job or volunteer experience into an internship.
- Apply for a position.**
- Receive an offer.**
- Check your current course load.** Determine how many hours you will complete and subsequently how many credits for which to register.

1 Credit	=	42 hours of work (5.25 hours/week for 8 weeks or 3 hours/week for 14 weeks)
2 Credits	=	84 hours of work (10.5 hours/week for 8 weeks or 6 hours/week for 14 weeks)
3 credits	=	126 hours of work (15.75 hours/week for 8 weeks or 9 hours/week for 14 weeks)
Up to 12 credits	=	42 hours of work / at least 8 weeks (per 1 credit requested)

- Understand academic policies.** Carroll has specific requirements as far as duration, credits, registration, pay requirements, class standing, and others. [Refer to Page 6].
- Create an Internship Proposal.** Refer to the **Example: pages. 4-5**
- Review your “Internship Proposal” with your Faculty Internship Advisor.** They may provide input with regard to internship duties and tasks, learning objectives, or academic assignments – this step does not mean the internship is approved by Career Services.
- Submit the Proposal in *Handshake*.** This is a separate process through the online portal “*Handshake*”. The entire process is electronic [Refer to Page 3].
<https://app.joinhandshake.com/edu/experiences/new>

ACADEMIC CREDIT FOR AN INTERNSHIP

DETAILED INFORMATION ON HOW TO GET STARTED PLANNING AND REQUESTING CREDIT FOR AN INTERNSHIP

___ **Meet with your academic advisor.** You should meet with your advisor the semester before you plan to complete an academic internship. Determine if the proposed semester is appropriate for an academic internship. This is also a good time to start brainstorming appropriate internship sites and how they align with your plans after graduation. Identify who the departmental faculty internship advisor is and verify your major requirements.

___ **Start your search.** You are responsible for developing an internship. You may already have a professional opportunity, a location in mind, or want to develop a new internship experience. Search *Handshake* or visit Career Services to search for internship sites.

___ **Utilize resources.** There are many resources available to help you find an internship.

- Discuss openings and opportunities with your faculty internship advisor, consistently check *Handshake*, and visit with Career Services for positions.
- Make an appointment with Career Services (through *Handshake* – Career Center, then Appointments)
- Read your email! Career Services sends out targeted emails about open positions, and maintains a database of previous internship sites and contacts.
- Talk to friends and family about possible internship sites.

___ **Identify internship options.** For example, maybe you currently work as a CNA and you long for a more challenging project. Sit down with your supervisor and discuss adding a new project to your regular duties. One student had an idea about how to improve communication between Physicians and CNAs. The student worked with the supervisor to create a plan for developing a new method for improving communication. The workplace got a new process and the student developed a great outcome for her resume – all while earning academic credit for working.

___ **Apply for a position.** In many cases, you will be required to submit a cover letter and resume. Do this as soon as possible - often you are not the only one applying and there is competition for internship openings. To ensure your success be prompt during the application process. Career Services can help with resumes and cover letters.

___ **Receive an offer.** Congratulations! Maybe you turned a job shadow into an internship. Maybe you have a part time job in your field and you met with your supervisor to discuss a new and challenging project. Either way, congratulations on securing an internship. The next step is getting it registered for credit.

___ **How many credits can I register for?** It depends. Each internship is unique. In addition to academic requirements, you must complete the required number of hours to receive the credit requested. You may work more than the required hours but only if it works with your schedule and does not interfere with your other classes and commitments. Here is the formula for determining credits, based on a minimum 8-week and/or 14-week full semester/internship:

1 Credit	=	42 hours of work (5.25 hours/week for 8 weeks or 3 hours/week for 14 weeks)
2 Credits	=	84 hours of work (10.5 hours/week for 8 weeks or 6 hours/week for 14 weeks)
3 credits	=	126 hours of work (15.75 hours/week for 8 weeks or 9 hours/week for 14 weeks)
Up to 12 credits	=	42 hours of work / at least 8 weeks (per 1 credit requested)

ACADEMIC CREDIT FOR AN INTERNSHIP

I HAVE AN INTERNSHIP – NOW HOW DO I GET CREDIT FOR IT?

___ **Check your current course load. Determine how many hours you will complete and subsequently how many credits for which to register.** Tuition for internship credits is the same as for other credits earned at the college. Check to see if registering for an internship will put you into overload credits. Financial Aid may also be affected by internship registration. If you have any questions about course load check with the Registrar and/or Financial Aid.

___ **Understand academic policies.** Internships adhere to their own set of academic policies. There are requirements as far as credits, registration, pay requirements, class standing, and others. It is the student's responsibility to read and understand the academic policies of internships. [See Page 6].

___ **Create an Internship Proposal.** Why write a proposal? This is the most important step! Ever heard about those internships that are making coffee and stuffing envelopes? Well – that is not an internship! A proposal provides a framework for the internship and defines the functions you will perform, what you will learn, and how you will be evaluated. It helps ensure that you have a quality experience and learn how to apply your academic knowledge to your future career aspirations. The internship can change over time based on your skills, interests, and the needs of the organization – but this provides a framework. **The faculty internship advisor will establish academic requirements for each internship. (Example: pages. 4-5)**

The **Internship Proposal** will include the following:

- **Position Title** (Transcribed Title – i.e. BA 425 Tax Accounting Internship)
- **Position Overview** (Brief explanation of role and how it fits into the organization and future career goals)
- **Assigned Duties and Tasks** (Factual responsibilities to complete during internship)
- **Learning Objectives** (What is expected to be learned from duties and tasks assigned)
- **Academic/Grading/Evaluation Process** (Determined among student and faculty internship advisor)

___ **Review your “Internship Proposal” with your Faculty Internship Advisor.** Your Faculty Internship Advisor should review your Internship Proposal, prior to submission. They may provide input on your internship duties and tasks, learning objectives, or academic assignments – this step does not mean the internship is approved by Career Services. Please be sure you have reviewed with your faculty internship advisor before you enter it into *Handshake*.

___ **Submit the Proposal in *Handshake*.** This is a separate process through the online portal “*Handshake*”.

Log-In to Handshake > Click on Career Center > Click on Experiences > Click on Request an Experience > Complete Experience details > Click on Request Experience.

The entire process is electronic – once you have entered all the data (be prepared to cut and paste your data) it will trigger the signature approval process (Site Supervisor, Faculty Internship Advisor and/or Department Chair will receive emails and review your full proposal and provide electronic signatures or feedback for additional information). Once Career Services receives all the approval signatures you will be registered for your internship – through the Registrar's Office. It is your responsibility to check **Student Planning** for final registration. **You may review your submitted internship approval within your *Handshake* account (*Career Center > Experiences > View Details*).**

___ **How do I get the final grade? Your Site Supervisor (employer) is required to complete a final evaluation that will be turned in to your Faculty Internship Advisor.** Grade factors will include: on the job performance, timeliness of turning in assignments, and quality of assignments (as required by individual experiences and faculty internship advisor) – determined prior to beginning the internship.

ACADEMIC CREDIT FOR AN INTERNSHIP

HOW DO I WRITE AN INTERNSHIP PROPOSAL?

Developing a quality **Internship Proposal** is very important. **First, start with the basics as your heading:**

I. **HEADING:**

- Your title, organization/employer, department:
- Supervisor name, phone, email and address:
- How many hours a week will you work:
- Beginning date – end date:
- If paid, how much will you be paid:

II. **POSITION OVERVIEW:** (You write this part)

Include a **brief explanation** of your position and explain how it fits into the organization and future career goals.

Include 1-2 sentences about how it fits into your career goals.

III. **JOB DUTIES/RESPONSIBILITIES:** (Work with Site Supervisor)

What will you actually do at your internship? Describe the tasks and duties required in your position. This might come from a job description and/or from discussions with your supervisor. **BE DETAILED!**

IV. **LEARNING OBJECTIVES:** (Work with Faculty Internship Advisor and Site Supervisor)

Learning objectives identify what you intend to learn during the internship experience. Effective learning objectives are **measurable, attainable, and specific**. Begin by brainstorming responses to the following questions:

- “What do I most want to explore, understand or learn during my internship?”
- “What will make me more marketable to an employer or graduate school?”
- “What would I like to add to my resume?”

Then ask yourself – **how will you accomplish your goals and how will you measure the results?** Here are some ideas of different types of goals:

Cognitive Development Goals	General Skill Development	Personal Development Goals
<ul style="list-style-type: none">- Are there classroom theories or concepts you want to apply or test during the internship?- Do you want to acquire new knowledge?- Will you apply higher order thinking skills (critical thinking, analysis, synthesis, evaluation, complex problem solving) to “real world” situations?	<ul style="list-style-type: none">- Are there skills specific to an industry or profession you want to learn?- Would you like to improve your oral and written communication skills?- Would you like to improve your interpersonal communication and interaction skills?	<ul style="list-style-type: none">- Would you like to clarify your values?- Would you like to become more independent or self-reliant?- Would you like to develop an ethical framework for the profession?- Do you want to gain in-depth knowledge of a career or industry?

V. **ACADEMIC REQUIREMENTS/GRADING:** (Work with Faculty Internship Advisor)

You may be required to complete a weekly journal, write papers, read journal articles, or more. You may be graded on a variety of factors including on the job performance, and how well you completed your assignments. These will come directly from your Faculty Internship Advisor. **Please list all of the requirements in this section.**

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INTERNSHIP PROPOSAL EXAMPLE

Heading:

Asthma Assessment Intern, Montana Department of Health & Human Services

Start Date: 8/25/2021 End Date: 12/01/2021

Weeks: 14 | Hours per Week: 12 | Credits Requested: 3

Supervisor: Susan Smith | Pay: \$12.50 per hour

400 N Park Ave, Helena, MT 59601

ssmith@mt.gov

406-447-3000

Position Overview

A brief explanation of the position and its role within the organization and **1-2 sentences on how it fits into your career goals**

Position Overview

As an intern at the Montana State Department of Public Health and Human Services (DPHHS) I will assist the asthma epidemiologist, in the assessment of asthma among the workforce in Montana. For this project DPHHS is partnering with the Montana Department of Labor and Industry (DIL) to address discrepancies between workers reporting asthma exacerbated by their work conditions, and people reporting asthma exacerbated by workplace conditions in the Asthma Call-Back Survey (ACBS) through the Behavioral Risk Factor Surveillance System (BRFSS). I am interested in pursuing a career in Public Health and am very interested in research-based methods for solving public health issues. In addition, I am very interested in epidemiology and possibly pursuing graduate school and want to explore different ways to apply epidemiology in public health.

Responsibilities

Describe the tasks and/or duties required in your position.

Job Duties/Responsibilities

- Verify asthma data collected by the DIL to include only cases of asthma exacerbated by workplace environments
- Validate asthma data obtained from the ACBS to include only cases of asthma exacerbated by workplace environments
- Sort through data collected by the DIL and the ACBS to find any misdiagnosed cases of asthma that should be included in the analysis
- Assist with statistical analysis of both sets of data including comparison analysis
- Assist with creating a document reporting our findings
- Create an infographic making the public aware of our findings
- Time permitting, assist other epidemiologists with other projects to gain a wider understanding of the field of epidemiology

Learning Objectives

What skills, experiences, and new concepts will you acquire as a result of this internship? How will you accomplish it? How will the results be measured?

Learning Objectives

- Demonstrate skills in navigating through data sets, specifically those collected by the DIL and the ACBS
- Use computer software to analyze epidemiological data
- Write an official report documenting the findings of the data analysis
- Use computer software to develop an infographic to report our findings to the general public

Academic Requirements/Grading & Evaluation Process

- Submit Weekly Journal Articles – Read and Reflect on 10 Journal Articles
- Mid-term and Final Supervisor Evaluation

Academic Requirements

How will you be graded?

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Academic Internship Policies

An internship consists of an agreement among an organization, a student, a faculty internship advisor, and Carroll College.

A student is awarded academic credit at the successful completion of the academic internship.

A student must complete, and have approved, an Internship Proposal prior to beginning an internship experience.

Students must register for the academic term in which the work activity takes place (hours and weeks).

All approvals must be completed **each semester** the student participates in an internship. Students seeking credit for extended internships longer than one semester must submit a new Internship Proposal and register for the internship each semester.

Each subsequent semester is to include additional duties/tasks and updated learning objectives that increase the level of duties/tasks and learning.

The credit to hour ratio is 1 credit per 42 hours of work for a semester – typically over 14 weeks.

A student may apply a maximum of 12 semester hours of academic internship credit to degree requirements. However, typically 6 credit hours is the maximum allowed by most departments for major specific requirements. Please see the [Course Catalog](#) for department specific criteria.

Each department assigns a course number for internships - see the [Course Catalog](#). Unless otherwise stated the internship course number is 425 along with the department code number. Example: BA, PO, CO etc.

Internships may be taken on a pass/fail basis or for a letter grade (pass = minimum of a C grade), dependent on department policy. Contact the Department Faculty Internship Advisor for more information.

Students must be of junior or senior status (60+ earned credits), and the experience should be in the student's major area of academic study. Any exceptions must be approved by each academic department, Career Services, and/or the Registrar.

Tuition for internship credits is charged the same as for other credits earned at the college. Fall and Spring credit can be added within the total of 19 credits allowed, as with other credits. Summer tuition is charged on a per credit basis.

Internships may be completed in the fall, spring, or summer semester. Winter Session internships are currently not allowed.

Internships must be at least **eight weeks** in duration.

The student's cumulative GPA and major GPA will be factors in judging the appropriateness of a particular internship experience the student proposes.

A student's site supervisor and faculty internship advisor cannot be one in the same.

Internships may be paid or unpaid, no matter the major. All internships must follow United States Department of Labor regulations, including those found at: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Grades are based on the employer evaluation, academic internship advisor evaluation, and/or the student's required academic work connected with the internship.

The final registration deadline for an academic internship is the final day mid-term grades are due from faculty for each semester, pending an experience still meets all other guidelines and requirements.

For an academic internship to count toward the Sed Vitae graduation requirement, a student must indicate the request on the initial internship proposal, as well as complete and earn a passing grade for the **separate [Sed Vitae writing requirement](#)**. Student will be co-enrolled in CORE-INTERN.

Shadowing or Observation is not acceptable to earn academic internship credit. Internships must be a hands-on participative experience where duties and tasks are tactical in nature, with clear objectives and outcomes for the organization and the student.

Many additional questions can be addressed at www.carroll.edu/academic-services/career-services or by contacting Career Services at: Borromeo Hall: Room 101 |  [handshake careers@carroll.edu](mailto:careers@carroll.edu) | 406-447-5465