

**Internship Program Quick Facts**

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| # credits | Site hours  (min.) | Academic hours  (min.) | Total hours  (min.) | “per week” average\*  (based on 15 weeks) |
| 1 | 35 | 10 | 45 | 2h 20m on site +  40m on academics |
| 2 | 70 | 20 | 90 | 4h 40m + 1h 40m |
| 3 | 105 | 30 | 135 | 7 + 2 |
| 4 | 140 | 40 | 180 | 9h 20m + 2h 40m |
| 5 | 175 | 50 | 225 | 11h 40m + 3h 20m |
| 6 | 210 | 60 | 270 | 14 + 4 |
| 7 | 245 | 70 | 315 | 16h 20m + 4h 40m |
| 8 | 280 | 80 | 360 | 18h 40m + 5h 20m |
| 9 | 315 | 90 | 405 | 21 + 6 |
| 10 | 350 | 100 | 450 | 23h 20m + 6h 40m |
| 11 | 385 | 110 | 495 | 25h 40m + 7h 20m |
| 12 | 420 | 120 | 540 | 28 + 8 |

**Internship Credit Cost:**



**The Definition of an Internship**

* The experience must be **an extension of the classroom**: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or replace the

work that a regular employee would routinely perform.

* Skills or knowledge learned should be transferable to other employment settings.
* The experience has a **defined beginning and end**, and a job description with desired qualifications.
* C**learly defined learning objectives/goals** relate to the professional goals of the student’s academic coursework.
* Supervision is provided by a professional with expertise and educational and/or professional background in the

field of the experience.

* Routine feedback is given to the Intern by the experienced supervisor.
* Resources, equipment, and facilities are provided by the host employer that support learning objectives/goals.

**An Internship is Not……….**

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| ***Guarantee of a  Job Offer*** | *Although some interns are offered part- or full-time employment as a result of contacts they make during internships, there is no guarantee that an internship will result in a job. However, approximately 73% of employers prefer candidates with relevant work experience. Internships are an ideal way to build information and referral networks.* |
| ***Go-fer*** | *Interns are not expected to perform primarily routine work for an organization. Internships should be meaningful learning experiences; whether or not they are meaningful is a judgment students must make in conjunction with the faculty sponsor. Since most positions and projects involve some routine work, we recommend that it be limited to not more than 20% of the intern’s time.* |
| ***Volunteer Experience*** | *Regardless of the financial arrangements, interns are not the same as volunteers. They are accountable not only to a site supervisor but to a faculty sponsor who evaluates the quality of the learning experience. A volunteer may perform the same tasks equally well, but may or may not approach the internship as a learning experience.* |
| ***A Job*** | *Although interns work on projects for an employer, they should not view the internship as a job. Internships are, first of all, learning experiences. Some people learn more effectively through experience; internships provide that opportunity.* ***The credit interns earn is based on what students can document they have learned, not solely on the evaluation of their performance at the site.*** |
| ***An Easy Grade*** | *Most students report working just as hard, if not harder, on an internship as they do for classes on campus. Pursuing an off-campus internship along with several other classes creates a demanding schedule and requires a lot of time and energy. Students should be careful about planning internships during an otherwise heavy semester.* |

Above guidelines above taken from the National Association of Colleges and Employers (NACE)