



## Academic Internship Eligibility and Frequently Asked Questions

Eligible students may receive academic credit for internships that have been approved by the appropriate Academic Department Chair. Students can do up to three internships for academic credit: one in your major, one in your minor, and one open elective.

During your academic internship, you will work with a faculty supervisor in the academic area of study pertaining to your internship. Your professor will provide a learning agreement or syllabus and may also incorporate midpoint and final semester evaluations (completed by your internship site supervisor) into your final grade. The internship is a graded course and affects your GPA.

### Academic Internship Registration Deadlines

**Fall** – first week of September

**Spring** – first week of February

**Summer** – first week of June

Contact the Amica Center for specific dates!

### Student eligibility:

Meet with your Academic Advisor, who will initiate an Academic Internship Enrollment form in Banner if you are eligible. Eligibility:

- **Credits completed:** You must have completed 60 credits and/or departmental prerequisites within the concentration, minor or degree area of study for Internship 391 or 491 course as stated in the Undergraduate Course Catalog.
- **GPA:** You must have a minimum cumulative, and concentration GPA of 2.0. (Finance 391 and International Business 391 require minimum of 2.5.)
- **Transfer students** must have completed one full semester to establish a GPA and prerequisite coursework before starting an internship.
- **International students** must also meet with Kaoru Paganelli to discuss CPT documentation.

**Open elective:** Must have an open elective available in the area of study pertaining to your internship. For example, if your internship is marketing-focused, you need to have either MKT391 or BUS391 available to use for processing your internship.

### Internship Approval Process

**Tip:** If your internship has not officially been approved for academic credit, but you plan to drop a course if it is approved, do not drop a course until you receive confirmation that the internship is approved for credit.

After your Academic Internship Enrollment form is created by your Academic Advisor:

- Meet with an Internship Coordinator in the Amica Center to discuss your internship and complete the Employer Contact form. The coordinator will obtain a description of your internship responsibilities and relevant details from your internship employer.
- Upon receipt of description, a coordinator forwards all relevant information to the appropriate Academic Department Chair. The Department Chair will review the details and determine if the experience can be completed for academic credit.
- If approved, a coordinator will authorize your Academic Internship Enrollment Form in Banner and you will proceed with registration in Banner.

### **Is my internship likely to get approved?**

Below are general guidelines for academic internship criteria. An Internship coordinator will confirm the following items with your employer if you are seeking academic credit for an internship.

- Detailed description of tasks and responsibilities
  - Tasks must focus primarily on the academic area of study for which the student is seeking credit (i.e. accounting, marketing, legal studies, psychology, etc.)
- Approximate hours per week and approximate start/end dates. Must be a minimum of 120 hours, typically 10-12 weeks during the corresponding academic semester:
  - **Fall** (late August/September – mid-December); part time
  - **Spring** (late January/February – mid-May); part time
  - **Summer** (May – August); may be full time (we do not recommend this if the internship is unpaid)
- If you are related to the student, another individual must be responsible for supervising the experience, and completing the mid and final semester evaluations. Please provide that person's name, phone number and email address.
- If the intern has previously worked with your organization (i.e. part time job or internship), an additional description outlining the student's previous/current tasks is required. In order for the proposed academic internship to qualify for academic credit, these descriptions need to demonstrate a significant level of growth in learning and/or responsibilities during the semester for which the student is receiving academic credit.
- Clerical tasks such as filing and greeting clients may not exceed 20% of the total hours.
- Must include training, supervision and evaluation. Intern's supervisor must have knowledge of and experience in the job function (i.e. a marketing intern should be supervised by a marketing professional).
- Interns are not permitted to work out of a residence.
- If any work is to be completed remotely, please note the percentage of time this is expected. To maximize student learning and exposure to the organization, it is ideal for internships take place 100% on-site. Typically, remote work during an internship should not exceed 20% of the intern's total hours.

### **When do I ask a professor to supervise my internship?**

You should start reaching out to professors once you have secured the internship and have decided to pursue academic credit. You shouldn't wait until the internship is officially approved before securing a professor.

You will ask a professor within the academic area of study for which you would receive credit. It must be a full time or tenure track professor (may not be an adjunct professor). It does not have to

be a professor you've previously had class with. You can say something like, "Hi Professor \_\_\_\_\_. I'm in the process of trying to get my internship approved for academic credit. If approved, would you be willing to be my faculty supervisor?" You should also provide an overview of your internship (name of organization, what kind of projects you'll work on, etc.)

### **Internship Course Registration**

If your internship is approved for academic credit, you will receive a notification with the steps to complete the registration process in Banner.

### **Summer Internship Tuition**

An academic internship is equivalent to a course. Students complete assignments while working with a faculty supervisor, who grades the internship course. It affects your GPA and you receive credits upon successful completion. As you would pay out-of-pocket for a traditional classroom-based course, you would also pay for the internship course. However, Bryant currently offers a greatly reduced rate for the internship course as compared to a classroom-based course. For unpaid or low-paying summer internships (up to \$1,000 total) see the **Summer Internship Fellowship** tab to learn how you can apply for financial assistance.

### **Noncredit Internships**

A noncredit internship does not have to be approved by an Academic Department Chair and there is no requirement to work with a faculty supervisor. Non-credit internships can be paid or unpaid. However, an internship that is not paid must follow certain standards set forth by the US Department of Labor. Internships that are not paid and are not credit bearing are essentially volunteer experiences. While these can still be very valuable, students should carefully consider this when exploring their internship options.

### **Questions?**

If you have any questions or would like to get more information, please contact:

Denise Gormley, Senior Internship Coordinator ([dgormley@bryant.edu](mailto:dgormley@bryant.edu))

Amy Steere, Internship Coordinator ([asteere@bryant.edu](mailto:asteere@bryant.edu))