

Academic Credit for Internships



Requirements for gaining academic credit vary from school to school, depending on your primary major. Please review the following guidelines carefully. This applies for internships completed in spring and summer.

ARTS & SCIENCES

Basic Requirements for Arts & Sciences Students:

- Students can gain academic credit for unpaid internships only.
- Student must complete a Learning Agreement and reflection or other assessment activity to gain credit.
- 60 hours worked is equal to one academic (elective) credit.
- In addition to completing the hour requirement, you must work a minimum of eight weeks to earn three credits or a minimum of six weeks to earn one or two credits. (Ex: John works 180 hours over 10 weeks; he can earn three credits; Kate works 60 hours over six weeks; she can earn one credit).
- The maximum number of credits you can earn in one semester is 3.0.
- The maximum number of credits toward graduation you can receive from internships is 6.0.
- You will receive pass/fail credit for an internship, not a letter grade.

Arts & Sciences students should follow these steps for academic credit:

- 1) Secure an internship.
- 2) Identify and ask an Arts & Sciences faculty member to sponsor your internship. This person should be in a department that relates to your internship; however, he/she does not have to be in the department of your major. Contact the Career Center for more information on finding a faculty sponsor.
- 3) Download an Internship Learning Agreement from www.careers.wustl.edu. The Learning Agreement can be found on the Undergraduate Home Page under “Career Links” and on the Internship Page.
- 4) Work with your faculty sponsor and internship supervisor to complete the Learning Agreement. The Learning Agreement must be signed by the student, his or her internship supervisor, and the faculty sponsor. Return your completed Learning Agreement to the Career Center within two weeks of starting your internship.
- 4) Register for the course number as advised by your faculty sponsor. For most summer internships, you may register for the credit to appear on your transcript in the following fall. For all internships, you must register by the appropriate semester add/drop date.
- 5) You must find a faculty sponsor, complete the Learning Agreement, and register for course credit prior to beginning your internship. It is important for learning objectives, expectations, and requirements to be set at the beginning of an internship. Therefore, **credit cannot be awarded retroactively**.

For more information call the Career Center at 935-5930 or stop by 110 Danforth University Center.

ENGINEERING & APPLIED SCIENCE

Basic Requirements for Engineering Students:

- Students can gain academic credit for unpaid internships only.
- You must find a faculty member who is willing to sponsor your internship as an independent study course. The faculty member will decide how much credit and at what level the credit will be awarded.
- The faculty member may require a final paper/presentation or other evaluation from your internship supervisor to award credit.

To begin the academic credit process, a student should find an advisor or faculty member in the same field as their internship. For more information call the Career Center at 935-5930 or stop by 110 Danforth University Center.

BUSINESS

Internship for Business is a 1.5-credit Pass/Fail course for Olin Business School undergraduates. The course, credit, and pass/fail grading are transcript notations, but the hours earned for MGT 450A do not count toward the 120 hours minimum needed for graduation. Prior to enrolling in this course, student must consult with and get approval from Weston Career Center (WCC) to ensure the internship meets the requirements listed below.

Application Process for Business Students:

- Pick up and complete a copy of the .Application for Internship in Business. form from the WCC.
- Speak with any Weston Career Center Undergraduate Advisor to gain approval for your internship in business experience.
- Turn in a hard copy of the approved .Application for Internship in Business. form to the Weston Career Center front desk.
- Once you have been approved for the course, you will receive email confirmation from the Weston Career Center. The Undergraduate Programs office will then enroll you in Mgt. 450A for the Fall 2009 semester—that way, you will not incur any tuition fees associated with the course over the summer.

QUESTIONS — Contact the Weston Career Center at 314-935-5950 or wccbsba@olin.wustl.edu

ART

Art elective credit may be awarded for internships. Please contact Cris Baldwin (crisbaldwin@wustl.edu) or Georgia Binnington (gbinning@wustl.edu) for more information. You will need to submit an Internship Learning Agreement, an Internship Performance Report and either a daily journal, reflective essay or portfolio to gain credit. You can find those forms at these links:

<http://artsci.wustl.edu/~artweb/washUSoa/studentResources/documents/internshipagreement.pdf>

<http://artsci.wustl.edu/~artweb/washUSoa/studentResources/documents/internshipperformancereport.pdf>

ARCHITECTURE

There is no formalized way for an undergraduate student in the School of Architecture to gain academic credit for an internship. For more information on the internship program for those pursuing a masters or professional degree, please visit www.naab.org.