

INTERNSHIP

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students with the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. All academic internships must meet the NACE criteria for an experience to be considered an internship (visit office homepage (<https://www.jefferson.edu/east-falls/career-services/internships.html>) for details.)

Academic internships are offered during the fall, spring and 12-week summer term, and are taken for credit as an elective with a course syllabus focused on professional skill-building and written assignments. The undergraduate internship course, INTN 493F Internship I, exists in 0.5, 3 or 6 credit options. Students may only enroll in an internship course during the semester of the internship experience; credit is not issued retroactively or for future experiences. Students may earn up to 6 credits of internships (fulfilling general elective credit in their curriculum).

While the primary emphasis of the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students' overall career and professional development. The Career Services Center and designated Faculty Internship Adviser (FIA) from the student's major provide support and guidance during the semester of participation. Career Services staff is also available to assist students with internship search strategy prior to the internship.

At the conclusion of the internship semester, students are evaluated by their employer and FIA, receiving a grade derived from successful performance as determined by the employer, the quality of academic assignments submitted to faculty, and completion of minimum required hours. All internships, regardless of credit registration, require a minimum of 12 weeks in length. The 0.5- and 3-credit internship courses require a minimum of 144 hours per semester on site, and the 6-credit internship course requires a minimum of 288 hours per semester on site. All required hours and coursework must be completed within the semester dates for which the student is enrolled in the internship course.

Internship course registration may only occur once an offer has been received and accepted from the employer. Several steps are required in order to register, and the Registrar's Office ultimately enrolls each student in the internship course once all required paperwork is completed and submitted. The deadline to register for academic internships is the last day to add class for the semester of intended participation as established each semester by the Registrar's Office. (Refer to the academic calendar for specific dates.) Students are strongly encouraged to apply early and to contact Career Services for assistance, which provides the best success in finding an appropriate experience in time to meet registration deadlines. To learn more about the registration process, visit <http://www.eastfalls.jefferson.edu/careerservices/Internships/InternshipsForCredit/> the website (<https://www.jefferson.edu/east-falls/career-services.html>)

Participation Requirements Include

- Completion of 60 credits by the start of the internship experience (90 credits for Architecture majors)
- 2.5 cumulative GPA in the semester preceding the internship
- **Transfer Students** must complete at least 15 credits earned at Jefferson prior to participation
- **International Students** must be eligible for Curricular Practical Training (CPT)