



INTERNSHIPS FOR ACADEMIC CREDIT

INTERNSHIP COURSE REQUIREMENTS

- Many CSP academic programs require an internship for graduation. Please refer to the Academic Catalog, DegreeWorks, or your academic advisor for information about credits and term to complete.
- **Please note that you must be actively enrolled in XXX498 <Your major> Internship course in order to be able to count your internship hours towards this course.**
- Register for the course number 498 with the prefix that matches your program, e.g. PSY498, KHS498, SOC498, etc. See registration steps.
- One semester credit requires 35 hours of internship work. (Refer to the chart below.)

| INTERNSHIP CREDIT(S) | HOURS OF WORK REQUIRED |
|----------------------|------------------------|
| 1 | 35 |
| 2 | 70 |
| 3 | 105 |
| 4 | 140 |
| 5 | 175 |
| 6 | 210 |
| 7 | 245 |
| 8 | 280 |

STEPS TO REGISTER

- 1) Complete the online registration form <https://registrar.csp.edu/internship-registration-form/>
- 2) This form will be sent automatically to your program chair or university supervisor for approval.
- 3) You will receive an email from the registrar to notify you when you are officially registered for the internship course. If you do not receive an email, please communicate with your university supervisor immediately.
- 4) After registration, look for your XXX498 Internship course in Blackboard two weeks prior to the start of the term for requirements and assignments to complete in order to pass your internship credits.

Deadline to register: The last day to register for an internship course within a given term is the same as the DROP deadline for that internship course.

Before you register, you must know how many hours you will complete throughout the semester, and the average number of hours you will work per week.

INFO NEEDED TO REGISTER

- Title of internship position
- Organization name, address, and website
- Site supervisor name, phone number, email address
- Internship position description
- Credits/hours at the internship
- Justify the three learning outcomes listed below by listing activities that you will engage in during your internship.
 - 1) Apply academic knowledge to the field experience.
 - 2) Develop and strengthen skills for professional growth in the field.
 - 2) Explore professional opportunities within the field.

TUITION & FINANCIAL AID

Internship credits are considered the same as other university credits. Current credits are charged in the same manner (same rate) as your current student tuition.

Check with your financial aid counselor about any specific questions associated with financial aid.

BLACKBOARD COURSE

Once you are registered for internship credits, you will be added to a XXX498 <Your major> Internship course. There is a new Blackboard course for each semester you register for internship credit.

GRADUATION LIMITS

Only 12 internship credits (no more) can be applied to the 120 total credits you need to graduate.

SECURING AN INTERNSHIP

- It is your responsibility to research your field and secure an internship prior to registering and beginning your internship. If you need assistance in this process, you can reach out to the Office of Career Development or your university supervisor.
- Career Development Website (concordia.csp.edu/career)

GRADES

- Internship credit is Pass or No Pass.
- Your grade is based on supervisor evaluations and required assignments as indicated in your Blackboard course.



“Can I complete an internship in one semester and register for it within a separate semester when I have the funds available to pay for the credits?”



“No. University policy requires students to complete the internship hours during the semester of registration. If you plan to complete the hours in the summer semester, you must register for those credits during that summer semester.”

RESPONSIBILITIES

SITE SUPERVISOR

- 1) Tells you how many hours you will work, the activities you will complete, and what you can expect to learn.
- 2) Helps you learn new skills during the internship.
- 3) Communicates with your university supervisor if there are internship questions.
- 4) Completes the evaluations you provide at the halfway point of your hours (midterm evaluation) and at the end of your internship (final evaluation).

STUDENT/INTERN

- 1) Researches and secures an appropriate internship within the academic field.
- 2) Registers for internship credits before starting the internship.
- 3) Pays internship tuition and fees according to posted deadline.
- 4) Completes all required activities designated in the Blackboard course by posted deadlines.
- 5) Communicates in a timely way with site supervisor and university supervisor.

UNIVERSITY SUPERVISOR

- 1) Serves as the instructor for the Blackboard course.
- 2) Serves as a resource person who assists with problem solving and acts as a sounding board for new ideas and insights.
- 3) Establishes due dates for the site supervisor to submit evaluation forms. Processes evaluation forms.
- 4) Evaluates intern learning based on evaluations and Blackboard course assignments.
- 5) Assigns and submits a final grade to the Registrar's Office.

