

## **Summer 2011 Internships (as of 03.23.11)**

Students interested in completing a summer internship must seek approval from the appropriate Department Internship Moderator or Department Chairperson. Academic departments are not required to offer summer internships. Academic departments that offer summer internships will allow students to complete a credit-bearing internship during the summer in one of two ways, but may limit which option is available to students.

### **Option 1--Students may divide the “on-site work” and “academic work” portions of an internship between the summer and the fall semester under the following conditions:**

- A student interested in completing an internship during the summer months must fill out an internship application and register for the internship by **June 1, 2011**. Students adding an internship after the summer Add/Drop period may be charged a \$50 late registration fee.
- Students are required to have an internship application approved by a Faculty Moderator in the Department of the internship.
- Students must also register for the Internship course offered by the credit-granting department in the Fall 2011 semester. The internship will count as one of the student’s fall semester courses. However, students may apply to Academic Services to have the internship count as an overload course – provided that they meet the eligibility criteria.
- On-site internship hours will be completed during the summer; academic work will be completed in the fall semester under the supervision of a faculty moderator. Students should clarify academic requirements with the department’s faculty moderator prior to starting their summer internship. The bulk of the academic work should be completed during the fall semester, but a portion of the academic work may be required to be completed concurrently with the internship (i.e. weekly journals and supervisor evaluations).
- At the end of the summer session, the summer portion of the internship will be graded with an “I” Incomplete. Faculty moderators will issue a final letter grade and the credit will be assigned at the end of the fall semester. At that point, the summer “I” incomplete grade will be converted to a Satisfactory (S) or Unsatisfactory (U) grade.
- Regardless of the total number of hours worked at the internship site, summer internships may count for a maximum of one course or three credits.
- To help defray the administrative costs of conducting summer internships, the student will be charged a registration fee of \$100.00 for a summer internship.

This option might be desirable if you would like to spread out the work, reduce your summer costs, or because you are required to be registered by your internship site.

### **Option 2-- Students may take the internship for summer credit, complete all work during the summer, and pay the full price for a summer course.**

- In this case, students must get a Faculty Moderator to agree to supervise their academic work during the summer and they must sign your Internship application.
- Students must register by **June 1, 2011** and pay the summer rate of \$1,065.00 at the time of registration. Students adding an internship after the summer Add/Drop period may be charged a \$50 late reg. fee.
- Regardless of the total number of hours worked at the internship site, summer internships may count for a maximum of one course or three credits.
- Students will be graded and earn the credit at the end of the Summer 2011 session.

This option might be desirable if you are trying to complete your graduation requirements and take the internship course in your final summer.

Students wishing to live on campus during their internship and those students who are required to take an internship as part of their degree program are also required to be registered for the internship under option 1 or 2.

Students who are doing non-credit internships on their own, but who wish to live on campus during their internship, must fill out an Internship Application, have it signed by both the Internship Moderator and Career Services, and then must submit the Internship Application to Residence Life in order to apply for housing. No registration is required through the Registrar’s Office in this case.