



Illinois Wesleyan University
Hart Career Center

Procedures for Establishing Internships for Academic Credit

Academic credit for a supervised, non-classroom learning experience may be awarded through participating departments and schools at IWU. While each academic department will determine the specific criteria for granting credit, it is important to note these general procedures for establishing an internship for academic credit.

1. Plan Early. When pursuing the option of academic credit for your internship, keep in mind that arrangements must be completed **IN ADVANCE** of participating in the internship experience. It is helpful to plan early; in fact, you may want to explore this option several semesters prior to the anticipated internship experience.
2. Define Your Goals. Give some thought to what you are interested in doing for a "hands-on" experience. Also reflect on any limits you need to consider (geographic, duration, timing, requisite skill level, etc.). Be prepared to discuss your intentions clearly with a potential faculty supervisor.
3. Identify a Faculty Supervisor. A faculty supervisor **must** sponsor all students receiving credit for internship participation. Your faculty supervisor will need to be from the department or school that most appropriately matches the focus of your internship as well as from the department or school from which you wish to receive academic credit. If you are uncertain which faculty member to speak to about sponsoring your internship, you may start by inquiring with the IWU Internship Coordinator at the Career Center or your academic advisor.
4. Discuss Plans. Make arrangements with a prospective faculty supervisor to discuss your internship interests and academic/career goals. Become familiar with the **specific departmental policies and requirements** for obtaining credit for an internship. Request a copy of the written departmental guidelines. Be advised that a request for sponsorship is not always granted. In your initial meeting with the prospective faculty supervisor, you should attempt to gain an understanding of the feasibility of your intentions.
5. Complete the *Intent to Participate in an Academic Internship Form*. To assist you in securing a commitment of assistance from a prospective faculty supervisor, complete the student portion of the *Intent to Participate in an Academic Internship* form. *Intent* forms are available at the Career Center, on the Career Center website, and in some academic departments. Request that your prospective faculty supervisor and/or the IWU Internship Coordinator complete the appropriate sections on this form. Submit the completed form to the Career Center.
6. Prepare for the Internship Search Process. Become familiar with the process of locating and applying for internship opportunities. Visit the Career Center. Register yourself in eRecruiting, linked from the Career Center home page. Schedule an appointment with the IWU Internship Coordinator and/or browse the Career Center Library. Be prepared to meet the application deadline(s) for internship program(s) you identify, attend a resume writing seminar, and participate in a mock interview.

7. Pursue Specific Internship Opportunities. Apply for the internship opportunities/positions that will meet your goals as well as those of the academic department that will be granting credit for the experience. Interview with the internship organization(s), as appropriate. Advise your interviewer that you will be requesting academic credit for the experience, should you receive the position. Be prepared to identify the organization's responsibilities regarding this option. Keep your faculty supervisor apprised of your progress.
8. Confirm the Offer and Internship Requirements. After receiving an offer, discuss it with your faculty supervisor and make arrangements for you, your faculty supervisor, and prospective on-site internship supervisor to meet. At this meeting, the internship requirements and conditions will be confirmed. Ideally, an on-site conference is preferred for this initial meeting; however, due to travel or time constraints, this conference could take place via telephone. Your acceptance of the internship position should be contingent upon the successful execution of this meeting and the completion of the *Internship Learning Contract*. Once you accept an offer, be sure to withdraw any active applications at other organizations.
9. Complete the *Internship Learning Contract*. Complete the intern portion and the information regarding medical coverage. Sign the statement of agreement at the bottom of this two-page form after your faculty supervisor and on-site internship supervisor have completed their appropriate portions of the form. Submit your *Learning Contract* to the Hart Career Center before the last day to add a class.
10. Get registered for Credit. Upon receipt of the *Learning Contract*, the Internship Coordinator will notify the Registrar that you have completed all the necessary documents with required signatures. At that point, the Registrar will register you for the course indicated on your *Learning Contract*. Please note: if you are already registered for four classes, you will need to drop a class or petition for an overload before you can be registered for the internship course.
11. Finalize Placement, Attend Orientation and Begin Internship. Remember that steps 1 through 10 must be completed prior to beginning your internship. Credit will not be granted retroactively!
12. Complete Internship Requirements. Your *Internship Learning Contract* has outlined your on-site responsibilities and academic requirements. Both will be taken into account when your faculty supervisor evaluates your performance. Keep in mind that academic credit is not awarded for simply participating in an internship. Credit is the result of your having learned from this experience. Frequently, your learning is demonstrated by a final, synthesizing project-one that incorporates your classroom knowledge with your experiential learning. Be sure that you understand the requirements outlined in your *Contract*: how often you will meet with your faculty supervisor, what assignments are to be completed, when they are due, how they will be evaluated, and how they will count toward your graduation and/or major requirements.
13. Complete Follow-up Forms. Near the completion of your internship, the Career Center (or sponsoring department) will request a written evaluation of your experience. Submit forms by date requested.

Questions? Contact Laurie Diekhoff, Assistant Director/Internship Coordinator,
IWU Hart Career Center, (309)556-3071 or diekhoff@iwu.edu