

Procedures for Establishing Internships for Academic Credit

Academic credit for an internship experience may be awarded at Illinois Wesleyan University (IWU) during the academic year (fall, spring or May term) or during summer. Please note:

- For one full course unit of credit, interns must spend a **minimum of 160 hours on-site** at the internship.
- Credit must be requested for the term in which the majority of the internship hours are completed.
- Not all departments offer internship credit, and not all departments that offer internship credit support internship credit during the summer.

If you are interested in obtaining credit for an internship, the following steps should be followed:

1. **Identify a Faculty Supervisor.** A faculty supervisor **must** sponsor each student 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. *Inquire at the Career Center if you are not sure if your department offers internship credit or what faculty member to approach.* There are two internship courses that are not associated with a specific department, UNIV 397 and 398, which are available if getting credit through your major department is not an option. UNIV 398 is reserved for students completing *international* internships who want to satisfy a Global Diversity Flag requirement.
2. **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.
3. **Confirm the Offer and Internship Requirements.** After receiving an internship offer, discuss it with your faculty supervisor and make arrangements to discuss requirements and conditions with your prospective on-site internship supervisor.
4. **Complete the Internship Learning Contract.** Complete the intern portions of the document and ask your faculty supervisor and on-site internship supervisor to complete their appropriate portions of the form. The statement of agreement at the bottom of this two-page form should be signed by all parties. Submit your completed *Learning Contract* to Brian Richardson (brichar1@iwu.edu) at the Hart Career Center before the last day to add a class deadline for fall, spring or May term credit. UNIV 398 requires an Addendum to the Learning Contract that details your rationale for the Global Diversity Flag. To request **summer academic credit**, students must complete the *Learning Contract* AND a *Summer Internship Enrollment* form for the Registrar's Office. Both forms are due June 15th. ***The Learning Contract, Addendum, and the Summer Enrollment form can be picked up at the Career Center or downloaded from the Career Center Website. Forms are also available on Handshake under Resources.***
5. **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 a full load for the semester, you will need to drop a class or petition for an overload before you can be registered for the internship course.**
6. **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. 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.

Questions – contact Brian Richardson, Assistant Director for Career Engagement, Hart Career Center
brichar1@iwu.edu or (309)556-3326 – download forms & instructions at iwu.edu/career-center