



Internship for Credit FAQ for Students

What Is An Internship? Internships are supervised on-the-job learning experiences. They are designed to provide the opportunity to apply knowledge gained in the classroom in a work environment. Internships may be paid or unpaid.

How Long Is An Internship? A minimum of 48 hours of work is required for each credit hour earned. The length of the internship and the number of hours per week is determined by a combination of the number of credit hours you are earning, the needs of the internship site, and your availability. An internship can be started at any time.

Are There Prerequisites? To be eligible for an internship students must have successfully completed approximately 75% of your program's core courses, have an overall grade point of 2.0 or higher, with at least a 2.5 grade point in your program classes.

How Do I Apply for an Internship? Complete the Internship Application form in this packet, and then make an appointment with the Internship Coordinator, Lois Brinson, by calling 488-4344 or stopping in the Student Employment Services Office on the Texas Township Campus, Room 3240. Appointments can be set up for either the Arcadia Commons Campus or the Texas Township Campus.

How Do I Find An Internship Site? The Internship Office will work with you to locate an appropriate work site for the internship. Current employment can often be used if the duties and responsibilities of the job are directly related to the area of study and can fulfill the learning objectives. If you have found your own Internship site or want to use your current job, have your employer complete the appropriate section of the Company/Intern Agreement. You will be authorized to register for the internship when the completed Company/Intern Agreement has been received by the Internship Coordinator.

If you need assistance in finding an internship site you will need to provide the Internship Coordinator with an unofficial copy of your transcripts, a current resume, and an instructor recommendation (form provided). Once an Internship site has been identified, have the employer complete the appropriate section of the Company/Intern Agreement. You will be authorized to register for the internship when the completed Company/Intern Agreement has been received by the Internship Coordinator.

How Do I Register for an Internship? Students can only be authorized to register for an Internship by the Internship Coordinator after the internship site has been identified and a completed Company/Intern Agreement (form provided) is on file in the Internship office. Once authorized, you can register as usual. If arrangements for your internship site are not confirmed before the registration deadline, you will be issued a Permit to Enter form. As a reminder, Internship hours must be completed within the semester to earn credit.

How Will I Get Credit for My Internship? Learning Objectives for your internship are identified by you and your internship site supervisor. Before the end of the semester you must submit an overview of your internship experience, including how you fulfilled the learning objectives, projects and tasks you completed and the results, how your work benefited the company, challenges you faced and how you managed them, and a description of your working relationships with others. In addition, the KVCC Internship Coordinator will obtain an evaluation of your work from the internship site supervisor. At the end of the semester, you will receive a CREDIT grade after these documents are received by the Internship Office.