**Employer Internship Information Sheet**

**Types of Internships**
Experiential which is typically 60 hours, but can be more. These internships are not for credit and they do not have to coincide with the academic schedule. There is a paper approval process for Experiential Internships.

Academic which is typically 120 hours (per 3 credits) over the course of the semester/summer (15 weeks). These internships are for credit and they do have to coincide with the academic schedule (see timeline below). The approval process is completed online by the student.

**Majors Requiring Internships**Currently, the following majors are required to do academic internships: Business Communication/Marketing, International Business, Human Resource Management, Hospitality Management, Criminal Justice Management and Sport Management.

Please know that Nichols encourages all students to complete an internship. We are currently pushing for experiential learning to be a campus wide initiative

**Timeline**

* Fall Semester: Late August through early December
* Spring Semester: Middle/late January through late April/early May
* Summer Semester: Early/middle of May through early/middle of August

Typically, students have until the end of the first week of the semester to request academic credit for an internship. However, if a student obtains an Academic Internship after the add/drop period for the semester in which they will be earning credits, they will need to file a petition. If granted, the online internship approval process can begin.

**Reporting Process** (Students are responsible for reporting their internships)
Experiential: Students will provide the site supervisor with the paperwork to sign and provide the Career and Professional Development Center with the completed paperwork.

Academic: Students will report the internship online from their Nichols portal. They will need to provide an internship description (per site supervisor); academic requirements (per the faculty sponsor); supervisor name and contact information; and other basic information (e.g. timeline, company name, address, contact information, etc.) Once this is completed the online approval process will begin.

Note: As the site supervisor you will be the first to approve the internship. You will receive an email from the CPDC (Career and Professional Development Center) with the subject line: Experiential Academic Internship. The email will provide a link for you to click on to approve/disapprove. Please be sure to do this within the timeline stated as the link is only active for that time period. You will want to print out a copy of this page for your records prior to closing out.

**Posting Internships/Questions**To post an internship, please connect with us on [Handshake](app.joinhandshake.com/register). Learn more [here](https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer). Should you have any questions regarding the internship, such as to how to approve/disapprove, modify, accessing the link, etc., please feel free to contact the CPDC at (508) 213-2489 or email cpdc@nichols.edu.