



Nichols College

*Learn. Lead. Succeed.*

## Student Experiential Learning Information Sheet

### Types of Internships

#### *For Credit*

Academic Internships: Typically 120 hours (per 3 credits) over the course of the semester/summer (15 weeks). Some majors (such as Sport Management) require additional credits/hours. These internships are for credit and they do have to coincide with the academic schedule (see timeline below). The approval process is completed by reporting your internship on Handshake (see link below).

Research Associate Internship: Typically worth 1 or 3 credits during either the fall or spring semester (15 weeks). The RAI works with the instructor in a research capacity.

Teaching Associate Internship: Typically worth 1 or 3 credits during either the fall or spring semester (15 weeks). The TAI works with students in a specific course to provide support for the faculty member and to facilitate learning amongst the students in the course.

#### *Not for Credit*

Experiential Internship: Typically 60 hours but can be more. These internships are not for credit and they do not have to coincide with the academic schedule. Students are asked to submit via Handshake for Experiential Internships.

### Experiential Learning Requirement

All students graduating in 2021 and beyond will be required to complete some form of experiential learning. Please know that Nichols encourages all students to complete one or more forms of experiential learning. Check with your academic advisor to know your options (if applicable)!

### Timeline

Here is a friendly reminder regarding the semester timeline at Nichols College:

- Fall Semester: Late August/early September 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 experiential learning opportunity. 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 Handshake approval process can begin.

### Reporting Process/Questions

Students will report internships (academic or experiential) online via Handshake which is accessible from OneLogin. They will need to provide an internship description (per site supervisor), supervisor name/contact information, and other information. Once this is completed, the online approval process will begin. Students should speak with their faculty sponsor prior to reporting the internship for the academic requirements component, etc.

To report an internship, please follow these [instructions](#). Should you have any questions regarding reporting an internship, such as information to include, filing a petition, etc., please feel free to contact the CPDC at (508) 213-2489 or email [cpdc@nichols.edu](mailto:cpdc@nichols.edu).