



How do I earn academic credit for an internship?

Mercy College encourages all students to participate in experiential learning during their college years. Mercy College offers course credit for experiential learning if the Workplace Experience 380-381 registration criteria are met. This Workplace Experience course is designed to link college coursework with the professional world, enabling students to obtain meaningful, academically relevant work experiences that will support their career goals.

It is the best of both worlds, getting relevant work experience while earning college credit!

The following are available 380 and 381 courses offered in Term A and C for any semester:

| | | |
|------|------|------|
| ACCT | BHSC | BIOL |
| CISC | CRJU | ENGL |
| IASP | INBU | LAWS |
| MGMT | MKTG | MATH |
| MEDA | PARA | POLS |
| PSYN | SOCL | VETC |

Student Requirements:

1. Completed 30 credits
2. Complete a minimum of 135 workplace hours to receive 3 credits

Documentation Needed:

1. Completed **Mercy College Workplace Experience Registration Approval Form**
2. A copy of the resume uploaded onto Handshake
3. A description of the internship

Registration Process:

1. Prior to securing the internship, the student will need to meet with their PACT mentor to verify eligibility to complete an internship and complete the registration approval form – it must be filled out completely before the student returns it to Career and Professional Development team member, Joi Sampson. PACT should determine if the student meets the following qualifications:
 - a. required 30 college credits at Mercy College
 - b. no holds on account



- c. not on academic probation
- d. room on transcript for credits in either Open or Major Elective
 - * If Open Electives are not filled, the Workplace Experience course will apply toward degree audit
 - * If Open Electives are filled, student can register but the course will not apply toward degree audit
 - * If registering for Major Elective, departmental approval is required
- 2. The student will need a Faculty Mentor from the 380/381 department they wish to receive credit from, and that mentor will need to be indicated on the Workplace Experience Registration form.
- 3. As soon as a student secures the internship that they would like to receive 380/381 credit and a faculty mentor, they should send the abovementioned documents for review and verification to Joi Sampson at JSampson4@mercy.edu,

Questions?

Contact CPD@Mercy.edu or 914-674-7203