

# Internships: Frequently Asked Questions

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**Q: What is an internship?**

**A:** An internship is a structured, work-based learning experience related to your field of study and personal interests. Internships are designed to be exploratory in nature, as opposed to “training” required as part of certification, licensure or a credential (e.g. fieldwork, practicum, clinical, student teaching). It may be done on a full-time (summer) or part-time basis (summer or semester) and conducted concurrently with other academic coursework. An internship is planned by you in cooperation with a faculty internship advisor, the Internship Director and an on-site supervisor. No more than 20 percent of your internship responsibilities should be clerical in nature.

**Q: Why should I do an internship?**

**A:**

- May fulfill curriculum requirement or elective credits for major or minor.
- Explore occupational options and apply classroom learning at work place.
- Develop and enhance professional skills.
- Increase self-confidence as a student and worker.
- Practice job search and networking skills.
- Build resume with relevant work experience

**Q: What are my internship credit options?**

<b>A:</b> 4 credit internship	average 10-12 hours worked/week
3 credit internship	average 8-10 hours worked per week
2 credit internship	average 5-6 hours worked/week
Zero credit internship	average 5-6 hours worked/week

\*Time spent on outside research, training workshops, or meetings related to the internship may be included in the hour requirements as long as it is agreed upon by the site supervisor, Internship Director, and the student intern.

**Q: What is a Non-Credit internship and how is it different than the Zero Credit option?**

**A:** A Non-Credit Internship can be an paid, unpaid or project experience that is uniquely supported through the Career Development Program, but IS NOT charged tuition or fees, and IS NOT represented on the transcript.

**Q: Do I have to pay for internship credits?**

**A:** During fall and spring semesters full tuition is charged based on the number of course credits taken. Summer session tuition is charged at a reduced rate. Zero credit internships will be charged only a small program fee.

## 2.

**Q: When do students do their internship?**

**A:** Student interns are generally junior and senior level with some prior major/minor coursework completed. This may vary depending on your major. Contact your major advisor for more clarification.

**Q: When should I start planning for an internship?**

**A:** Students should begin planning their internship as soon as possible, preferably at least 1 semester before completing the internship. For example, students planning an internship for spring semester should begin their planning early fall semester. Assessing one's goals and objectives, researching appropriate internship sites and preparing an appropriate resume takes time. It is never too early to begin your planning.

**Q: How do I find an internship?**

**A:** There are many resources you can use to find an internship. See more details regarding internship search on the Internship Program page of the KatieCareer Virtual Center.

**Q: Who do I talk to about starting an internship?**

**A:** The Internship Director in the Career Development Center is available to answer internship program questions and provide assistance to find and apply for internships. Guidance is also available to develop your resume, cover letter, and help you prepare for your upcoming interviews.

**Q: How long does a Traditional Internship last?**

**A:** A Traditional Internship is at least 12 weeks long, consists of at least 80-160 total hours worked and is available Fall, Spring, and Summer terms.

**Q: How long does a Micro-Internship last?**

**A:** A Micro-Internship is a shorter-term experience that may be as short as 4 weeks long, consist of at least 20 hours worked and is available any time of the year. This type of experience can be completed through the Non-Credit Internship process.

### 3.

**Q: Are all internships paid?**

**A:** Some internships are paid, although payment depends on the resources of the sponsoring organization. Compensation for work undertaken as an intern can take a variety of forms. You may be paid a wage, reimbursed for mileage and/or other expenses incurred as part of your internship experience, or receive a stipend. Organizations not able to directly compensate an intern may offer indirect compensation in the form of discounts on services or products, or the opportunity to participate in in-service and/or training usually provided for full-time employees.

**Q: Are internships required?**

**A:** Depending on your major, an internship may or may not be required. Contact your department or course catalog to see if an internship is required. The following are some majors that require an internship:

- Public Health
- Biology
- Exercise and Sports Science
- Fashion Merchandising
- Business Administration
- Women Studies
- English

**Q: What should I do after I accept an internship?**

**A:** Once you have accepted an internship, complete the online Experience form in Handshake to start the Internship Set-up process. Follow these steps: 1. **Log into your Handshake account**, 2. **Click into *Career Center*** at the top right corner of the screen, 3. **Click on *Experiences*** and then choose ***Request an Experience***