

# Internships

## Enrollment FAQs

Internships are a proven way to gain relevant knowledge, skills, and experience while establishing important connections in the field. In addition, Internships are a way to gain practical and meaningful experience. Internships can lead to permanent employment with your current employer, along with earning college credit.

### Credit vs Non-Credit Internships

#### **Credit (Open to select majors)**

- Includes pre-requisites & GPA requirements (students must meet all requirements)
- You will earn credit for one (1) semester of work at your internship employer.
- Requires the seminar component of turning weekly activity logs and other assignments.

#### **Non-Credit (Open to all majors)**

- Does not include pre-requisites & GPA requirements.
- Non-credit Internships will be recorded on a non-credit transcript.
- Pursuing a non-credit internship provides opportunity for personal and professional growth.

### Am I eligible for an internship?

Students are eligible for both credit and non-credit internships if they meet the following requirements:

- Complete all required internship paperwork (**both Credit and non-Credit**)
- Be enrolled in an eligible program of study (**Credit only**)
- Secure and maintain employment in a company related to your major (**Credit only**)

### How do I get my internship approved?

Students can enroll in the Practicum/Seminar course no later than 2 weeks prior to the end of the semester to allow sufficient time to process. Please review the academic calendar schedule. <https://www.csc.edu/academics/calendar/>

### How do I enroll in the Internship Practicum/Seminar course?

*\*All internships require review and approval by your specified Academic Department.*

- Complete the Internship Inquiry Form
- Complete the Internship Agreement Form with your employer and meet the following requirements:
  - ❖ Internship must be semester long (16 weeks with the exception of Summer which is 11 weeks)
  - ❖ 20 or more hours weekly (*may vary by program*)
  - ❖ Job duties must match Major/Plan of Study
  - ❖ Needs to be signed by both Mentor/Supervisor and student
- Submit completed Internship Agreement Forms to <mailto:intern@csc.edu> for review and departmental approval\*.
- Upon approval, the students will be enrolled into Practicum/Seminar courses for the designated semester.
  - ❖ The Approval process time frame is anywhere from a couple days to a week.
  - ❖ Students will begin the process of earning credit for internships at the start of the designated semester of enrollment.
  - ❖ To ensure enrollment – 2-3 weeks prior

**For more information on eligibility please contact Michelle Baker Internship Coordinator by email at [intern@csc.edu](mailto:intern@csc.edu)**