

General Internship FAQs

What is an internship?

Internships are experiential learning opportunities that allow students to observe and participate in professional work environments and explore how their interests relate to possible careers. An internship is distinguished from other work experiences because it is directly related to a student's program of study and has clearly defined learning objectives. Students will gain the opportunity to work in a career related position, network with professionals in their field, and increase their marketability upon graduation. Internships can be paid or unpaid positions and academic credit can be received.

What types of internships are available?

Internships can be either for-credit or not-for-credit. For-credit internships are typically designed for sophomores, juniors and seniors and include a substantive (and graded) academic component. Not-for-credit internships are more flexible in design and there is no structured academic component.

What funding is available for students completing an internship?

There are various opportunities for students to receive funding while completing an internship. These opportunities include the Hubert Scholars Program for Internships in Public Service, Advantage Awards, and the Bevier Awards program for students in Public Health. For more information, please view the [Internship Funding](#) page or contact Tomeka Stephens at 404-471-6397 or tstephens@agnesscott.edu.

How do I complete a for-credit internship?

There are two ways for students to obtain academic credit for completing an internship, through participation in a for-credit internship course or through an independent internship (450). For-credit internships require students to work at least 10 hours per week for 13 weeks or 130 hours total for a 4-credit internship.

- An internship course consists of an instructor-led course that meets on a regular basis, once or twice per week for discussion and sharing about the internship. The instructor will require readings and a final project, presentation, or paper. The instructor teaches the course, grades assignments, and may conduct site visits. Internship courses are 4 credit hours. To register for the course, students must submit the [Internship Course Form](#) and an offer letter from the internship site to the Office of Internship and Career Development. **PLEASE NOTE:** Students cannot register themselves for an internship course.
- An independent internship or 450 is an individual experience with a faculty sponsor. This type of for-credit internship consists of regular one-on-one meetings with a faculty sponsor who will design, facilitate and grade the academic component of the internship. The academic component varies, but typically consists of a reading list and reflective paper throughout the internship and/or a final project, presentation, or paper. The independent internship can be customized for 1-4 credit hours and registration requires a [450 application form](#) that will need to be approved by the faculty sponsor, the internship site, and the Office of Internship and Career Development.

ALL internship paperwork (forms and offer letters) must be completed and turned into the Office of Internship and Career Development no later than:

- **December 15** for Spring internships
- **May 11** for Summer internships
- **August 15** for Fall internships

PLEASE NOTE: If a student is in the final stages of internship approval waiting for an official offer and the deadline is approaching, students **MUST** notify the Office of Internship and Career Development. In many cases, we are able to assist in securing offer letters in time for you to successfully complete course registration. The deadlines are in place to ensure that no student's course load is jeopardized by an unconfirmed internship.

For more information or for assistance determining which for-credit internship is right for you, please contact Tomeka Stephens at 404-471-6397 or tstephens@agnesscott.edu.

When do I start searching for an internship?

It is never too early to begin your internship search, but no later than the beginning of the semester preceding the semester in which you would like to do the internship. For example, if you would like to complete your internship during the summer semester, you will need to begin your search process in the beginning of the spring semester, typically in January.

How do I search for an internship?

Students are encouraged to explore internship opportunities through a variety of informational events:

- In September, students are encouraged to attend the Internship & Volunteer Fair
- Throughout the year, recruiters hold information sessions and conduct interviews with interested students
- Login to [HireAScottie](#) to search for internship opportunities