

# Guidelines For On-Campus Internships

Internships are invaluable to our students. Employer surveys consistently indicate applied learning through internships as one of the top things considered on candidate resumes for entry-level jobs. For the purposes of providing academic credit for an internship, students are encouraged to seek an off-campus experience. In general, employers value the transferable skills of an off-campus internship more highly than one that is on-campus.

By definition, an internship needs to:

- Reinforce and deepen the learning associated with the student's academic major and coursework
- Align with an area of career interest for the student
- Build transferable professional and/or industry skills related to the student's academic and career goals
- Meet the number of hours associated with academic credit guidelines

There are times when an on-campus internship can be considered for academic credit. If the internship offers a unique and career-relevant experience that the student can not easily receive off-campus, such as:

- Dalton Gallery
- Environmental/Sustainability audits, LEED certification, etc.
- HR Wellness and Operations program support

The Office of Internship and Career Development encourages departments to consider the following guidelines for structuring internships for approval for academic credit:

- Clearly defined job description with a staff or faculty internship supervisor that is NOT the same person as the faculty sponsor for the academic component.
  - The *Internship Supervisor* oversees the internship work providing management of tasks and regular feedback to the student (weekly briefings, etc.)
  - The *Faculty Sponsor* oversees the academic component, creates and grades assignments, and provides final course (or 450) grade.
- Defined projects and/or outcomes that are distinct from ongoing work-study, student assistant roles
- Project and work that reinforce student academic and career goals
- Adherence to college policies and federal guidelines on hours worked and intern pay
- Approval for credit by the Faculty Sponsor and the Director of Internship and Career Development

Please contact Dawn Killenberg ([dkillenberg@agnesscott.edu](mailto:dkillenberg@agnesscott.edu)) or Tomeka Stephens ([tstephens@agnesscott.edu](mailto:tstephens@agnesscott.edu)) if you have any questions.