

UNIVERSITY REQUIREMENTS FOR INTERNSHIPS WITH CREDIT

1. All internships taken for credit require evaluation and assessment by the student and company sponsor.
2. Site supervisors evaluate student performance at the end of the academic term but the faculty sponsor has the ultimate responsibility for grading.
3. Grading for EXT 488 and other internship courses is S/U. Registration in ISE/CSE 488 is restricted to three credits. Other 488 courses have a credit range of 0 to 6. A three credit internship equals a twelve hour weekly commitment. Agreeing to spend more than twelve hours in an internship DOES NOT guarantee additional credit. Speak to your faculty sponsor if you want more credit.
4. The university expects students to devote an entire semester to an internship. Internships beginning in September are expected to end by the last day of class in December. Internships starting in January should end by the last day of class in May. Summer interns follow the dates of Summer Sessions I and II but students will not receive grades until the end of Summer Session II.
5. All interns maintain a weekly journal of their experiences and projects and all interns must complete a term report. A grade cannot be assigned until the faculty sponsor has a term report and the Career Center has evaluations from both company sponsor and student. The evaluations and term report must be turned in by the last day of the semester.
6. An intern earning three credits should have at least four meetings during the semester with his/her faculty sponsor. Your faculty sponsor will also want a term report at the end of the semester. You and your faculty sponsor should decide the length and content of the term report by the middle of the semester.
7. Academic Credit to Time Commitment Ratio:
 - 4 hours per week equals 1 credit
 - 8 hours per week equals 2 credits
 - 12 hours per week equals 3 credits
 - 16 hours per week equals 4 credits

Remember: agreeing to spend more than twelve hours in an internship DOES NOT guarantee additional credit. The faculty sponsor determines the number of credits.