**Registering an Internship: A Guide for Student Advising Appointments**

**Sept. 27, 2016**

Students are encouraged to include their internship experience on their official transcripts. Students have the option of registering a 0-9 credit internship. A maximum of 9 internship credits may be applied toward graduation requirements.

**Types of internships:**

* Experiential – Generally a 300 level experience, supervised by a faculty member (up to 9 credits) or a CORE staff member (up to 3 credits.)
* Academic – Applied toward major credits, supervised by faculty, graded, and included in GPA
* Senior Inquiry – Must be approved by the major department chair and the faculty advisor

**Credit allocation and hours:**

|  |  |
| --- | --- |
| Credit Hours | Minimum Hours Interned |
| 0 | 40 |
| 1 | 40 |
| 2 | 70 |
| 3 | 105 |
| 4 | 140 |
| Credit Hours | Minimum Hours Interned |
| 5 | 175 |
| 6 | 210 |
| 7 | 245 |
| 8 | 280 |
| 9 | 315 |

**Registration procedures:**

Registration for an internship must be completed within the published [add/drop period](http://www.augustana.edu/academics/registrar/academic-calendar). This generally falls on day 6 of the term and day 2 of summer term. In order to help a student register for the internship, **please complete the worksheet on back of this page** with your advisee during your advising appointments. After the meeting the student must meet with a CORE counselor, where the information below will be utilized to begin the registration process. Your signature on the final registration form will be required in order for the student to submit the completed form to the Office of the Registrar.

**FAQS:**

1. **What are sources of funding for internships?**
   1. Students have multiple options for funding an internship. Students are encouraged to use their Augie Choice. In addition, the CORE Office has limited funding including some need based grants for internships favoring local and national non-profits, sports management, exploratory internships for first year and sophomore students, and internship opportunities in Washington DC. The majority of these funding opportunities have application deadlines in the spring and are awarded for summer experiences. Internships funded through the College must be registered for a minimum of 0 credits. Please visit CORE for more information.
2. **What are the academic requirements for students completing internships?**
   1. Students registering their internship through the CORE Office will be required to complete an online course with several reflection assignments and a final paper. Students will be provided with an outline of what is expected of them during the registration meeting with their career counselor. If a student registers an internship under an academic department, the assignments are determined by the supervising faculty member.
3. **How are internships graded?** 
   1. Students registering a 0 credit internship through the CORE Office will receive a letter grade, A-F, assessed by completion of the required reflection assignments and submission of required hourly logs. Students registering a credit bearing (1-3) internship through CORE will receive a P/NC grade, also assessed by completion of the reflections and hour logs. If a student registers an internship under an academic department, the grading is determined by the supervising faculty member.
4. **What is the cost to complete an internship?**
   1. If an internship is taken during the school year, credits included in your tuition can include internship credits (up to 9). If the internship is taken in the summer for credit, the cost per credit is determined by the college and is not covered by financial aid. Zero credit internships have a $50 administrative fee if you are not registering additional internship credits during that term.
5. **Why would a student take a 0 credit internship?**
   1. Students most often register 0 credit internships in order to receive grant funding and have their experience reflected on their academic transcript. This provides the flexibility of allowing students to have the experience on their transcript and receive supervision and support from the college.
6. **Can students retroactively register credits for an internship which has already been completed?**
   1. No.

**PLEASE ANSWER:**

1. How many total internship credits will the student be registering? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please list the number of credits being registered for each below option:

|  |  |  |
| --- | --- | --- |
| Type | Number of Credits | Graded or Pass/No Credit |
| Experiential |  |  |
| Academic\* |  |  |
| Senior Inquiry |  |  |

\*Many departments only allow 3 academic credits. Any additional credits may be registered as experiential.

1. Who will be serving as the Augustana supervisor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If a faculty member is supervising academic internship credit but would like to have a CORE counselor supervise any additional experiential credits (up to 3) please check here: \_\_\_\_\_\_\_

1. Is the internship placement secured? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_
2. Does the student have transportation to the internship site? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_
3. Does the student have housing for the duration of the internship? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_
4. Is the student an international student? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

\*If yes and it is an off campus internship, student must contact Kevin Carton to complete the necessary work authorization paperwork.

1. Registration term for internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*In some instances, with prior approval of CORE and/or the department, internship experiences may overlap terms, but applicable internship work must be completed during the term of registration. If two distinct internship experiences will happen and the student wishes to have credit across two terms, all minimum hours must be met in each experience and two separate registration forms are required.

**FOR STUDENT TO COMPLETE PRIOR TO MEETING WITH CAREER COUNSELOR:**

1. Site name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Site address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. On site supervisor’s name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. On site supervisor’s email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. On site supervisor’s phone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. Internship title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What are the next steps after completing this form?**

Students should schedule a meeting with their career counselor, and are expected to bring this completed form. With this information, the career counselor will enter the internship data for the internship, after which the student is responsible for obtaining all required signatures and submitting the form to the Office of the Registrar. The internship is not registered until the student submits the printed form to the Office of the Registrar.

**Career Counselors:**

Rebecca Marion-Flesch, Science and Social Science

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Leslie Scheck, Business and Technical

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Kevin Carton, Arts and Humanities

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