

# **Credited Internship Program Guidelines**

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## Internship Objective

An internship for credit is a supervised, semester-long, fall, spring or summer work experience for which pass/fail academic credit is granted. It is intended to serve as a meaningful practical supplement to classroom instruction and is done under the supervision of:

1. a Faculty Supervisor;
2. an On-Site Supervisor at the sponsoring organization; and
3. the Career Planning Center\*

\* Clinical training and internships in Education (Student Teaching), Nursing, and Social Work are supervised and administrated separately by each respective department. Students enrolled in these programs should check with their department for the appropriate guidelines, procedures and requirements.

## Roles, Responsibilities and Definitions

**Student:** Obtains the required internship forms from Career Planning Center including the Contract, Guidelines, and Statement of Intent. The Contract outlines the internship dates, hours, job description and written assignment in addition to all required signatures. Student must provide all information requested on the Contract, including signatures, before returning all forms to the Career Planning Center. Student completes all required assignments and submits directly to faculty supervisor by the deadlines specified.

**Academic Advisor:** Advises and counsels students regarding internship site selections, avoidance of course overload and course prerequisites. Determines if the proposed internship meets the approval of the academic department and signs Internship Contract.

**Faculty Supervisor:** Approves student's proposed internship site, credit hours and monitors student's progress through weekly or monthly meetings. Determines internship written assignment. Evaluates student's performance and assigns appropriate grade and signs Internship Contract.

**Site Supervisor:** Provides orientation, supervision, and work projects to the student intern. Meets regularly with intern to provide direction and work progression and completes a mid-term and final Evaluation Form of student's performance. Provides job description to students so it can be handed in along with contract.

**Career Planning Center:** Provides administrative oversight of the Internship Program. Counsels and assists students with the application process including resume and interview preparation. Assists students in the internship application process to secure an internship. Distributes, explains and monitors all required internship paperwork. Acts as a liaison between Faculty Supervisor, Student and Site Supervisor. Maintains contact with company sponsors and signs Internship Contract.

## Prerequisites

1. Internships are open to all students attending Cedar Crest College who have completed their sophomore year and who have earned a minimum of 60 credits. If a student does not have a minimum of 60 credits, the department chair in the student's major must approve the internship. Transfer students must have completed at least one semester at Cedar Crest College.
2. A student must have a minimum cumulative G.P.A. of 2.0 and have completed the appropriate course work required by the nature of the internship.
3. It is highly recommended that students satisfy their departmental internship requirement no later than the semester before they anticipate graduating. (For example, students expecting to graduate in May of their

senior year should complete their department's internship requirement no later than the end of the fall semester of their senior year.)

4. Students must complete and submit an Internship Contract with the appropriate faculty approval and signatures, on or before the deadlines provided by the Career Planning Center.
5. Students seeking to design their own internships must discuss their proposals with the appropriate faculty within their academic department.

## Procedures

### Step #1

- A. Pick up required internship forms in the Career Planning Center.

### Step #2

- A. Research internship sites.
- B. Prepare resume and cover letter.
- C. Contact potential internship sites.
- D. Interview potential sites and secure placement.

Students may elect to pursue a self-designed internship with any employer(s) or sites(s) deemed appropriate by their academic advisor. Students are strongly encouraged to be creative and involved in designing and arranging internships that best suit their individual interests and career aspirations.

### Step #3

Students need to meet with their Academic Advisor to obtain approval of their internship plans and to discuss the number of credit hours they expect to earn for an internship. The Academic Advisor must signify his or her approval of the student's proposal by signing the Internship Contract.

### Step #4

Students must then identify and request a faculty member, in the same field of study as their proposed internship, to serve as their internship Faculty Supervisor. If an internship is done in a field other than your major, your current advisor must sign the contract; however, the faculty supervisor for the internship must be in the academic department related to the internship.

### Step #5

Whether a student pursues their own internship or seeks one listed with the Career Planning Center, an Internship Contract signed by the Academic Advisor, Faculty Supervisor and Career Planning is required before a student may begin an internship. The signature of the Faculty Supervisor will signify departmental approval of the student's internship plans. However, in special circumstances where a student is seeking more than the typical credit load for an internship, as illustrated in the chart below, the signatures of the student's Department Chair are also required on the Internship Contract.

## Summary of Signatures Required on Application & Contract

Type of Internship	Contract Signatures
>3-6 Credits Fall or Spring OR >3 Credits Summer	Academic Advisor Faculty Supervisor Department Chair Career Planning Center

## Step #6

Signed Internship Contract must be returned to the Career Planning Center for final approval before internship begins.

## Step #7

Students must register and pay for internship credits as they would for any course sponsored by the College. The Registrar will not accept registration for an internship without the completed Internship Contract. Students must complete all internship paperwork and registration forms before beginning to work at their internship site. They will not get credit for hours completed before a contract was approved.

## Internship Requirements and Course Credit

A standard internship is typically worth 3 credits. At the discretion of the faculty supervisor within the student's department, up to 6 credits may be awarded for an internship. However, no more than 6 credits may be granted unless pre-approved by the student's Department Chair and the Provost. An internship of more than 6 credits must consist of significant additional job responsibilities, projects and hours.

Academic credit will be awarded for internships based on successful:

1. Completion of the number of contracted work hours. Credits are awarded based on the following number of minimum hours worked during a 15-week semester:

**3 credits- a minimum total of 120 hours are required (10 hours/week) for 10-12 weeks**

**6 credits- a minimum total of 240 hours are required (20 hours/week) for 10-12 weeks**

2. Completion of academic assignments as determined by the Faculty Supervisor in the Internship Contract. Assignments may include, but are not limited to a Weekly Journal, Final Paper and/or an Informational Interview. Unless otherwise stipulated by the Faculty Supervisor, all assignments are due to Faculty Supervisor on or before the completion of the internship.

## Summer Internships

Students seeking summer internships are eligible for 3 – 6 credits. The minimum number of weeks required in a summer internship is 10 weeks. The student's Academic Department Chair and the Provost must approve summer internships of more than 3 credits.

## Other Restrictions

- Students are not permitted to enroll in an internship for credit with a current employer, performing similar job-related tasks, unless new learning projects are assigned.
- Students may only do one internship per semester.
- Students may elect to continue an internship beyond a single semester; however, to earn credit the internship must provide a new or different challenge.
- No retroactive credit can be given to a student seeking credit for a position already completed.
- No hours can be counted toward the internship until the Internship Contract has been approved and the student has registered for the internship credits.
- If a student leaves an internship for any reason, whether it is of their own free will or they are asked to leave by the internship site, they forfeit any hours completed and will be withdrawn by the Career Planning Center. If this occurs after the drop/add period, the student may not register for another internship during that semester.

## Exceptions to the Internship Requirement

Department Chairs, in consultation with the Provost may elect to waive their department's internship requirement in special circumstances including, but not limited to, the following:

1. In instances where an internship requirement would present an undue hardship for the student. For example, in instances where the student has a physical, emotional, learning or language disability or handicap or a unique personal circumstance that would prevent them from either successfully obtaining, maintaining or completing the requirements of an internship.
2. Where the department deems a student to have already satisfied the practical experience requirement of an internship. For example, through completion of an independent study project requiring fieldwork.

## Internship Liability

Liability for an internship experience can vary depending on the circumstances of the internship. Normally when you are involved with an internship where remuneration is received, you are considered an employee of the organization with which you are interning. As an employee you are covered by the liability insurance of your employer. Internships where remuneration is not received fall into two categories: academic credit received and academic credit not received. The college carries insurance to cover claims arising out of academic credit internship covering bodily injury or property damage. However, individual student liability is not covered where academic credit is not received. In these instances, students should consider obtaining a policy to cover their personal liability and/or check their homeowner insurance policy to see if it would cover their individual situation. No insurance is available for internships without academic credit.

*Updated 05/2018*



## Student Statement of Intent

This is to signify that I intend to participate in the Internship Program, that I have reviewed the Internship Program Guidelines; available in the Career Planning Center and that I fully understand the following statements and requirements. (If you have any questions regarding the statements below, please contact the Career Planning Center for clarification BEFORE signing this form):

1. In order to register to participate in the Internship Program, I must discuss my internship plans and the number of credit hours I propose to earn with my Academic Advisor and have him/her sign my Internship Contract.
2. I understand that, with the approval of my Academic Advisor, I may pursue a self-designed internship with employers or sites of my choosing.
3. I understand that I must submit an Internship Contract to Career Planning on or before the established deadlines. I understand that before I may begin an internship I must submit an Internship Contract, signed by the appropriate parties as outlined in the Internship Program Guidelines, to the Career Planning Center. You may not register for an Internship without this contract.
4. I will NOT change ANY of the terms of my Internship Contract, including the start and end dates, without prior approval of the Career Planning Center. Once a verbal agreement has been made and registration begun, Internships may not be withdrawn or dropped through the Registrar on my own initiative without prior approval from all signators and the Career Planning Center.
5. I agree to maintain regular communication with the Career Planning Center by checking my campus e-mail or my phone answering machine at least twice a week. In addition, I agree to check the CCC Info System on a regular basis for special announcements regarding the Internship Program.
6. I understand assignments are made by my Faculty Supervisor and that I must complete all assignments as they appear on my Internship Contract.
7. I understand I may attend an Internship Seminar sponsored by the Career Planning Center before I begin my internship. I further understand that if I miss this meeting it is my responsibility to check the Internship Program Guidelines, to make other arrangements to meet with the Director of Career Planning if I have any questions.
8. At the end of my internship I understand that all assignments made by my Faculty Supervisor are due directly to my Faculty Supervisor unless otherwise stipulated by my Faculty Supervisor.
9. I understand that I must give the Director of Career Planning my e-mail & phone contact and also follow-up on any internship matters that are sent to me.

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Student Signature and Phone Number/E-Mail (Required)

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Date