Unlocking Opportunities in Education

A Student’s Quick Information Guide to Student Internship Positions

This quick information guide provides you with general requirements needed to qualify for Internship positions and the basic steps involved in the application process.

University Career Services manages elective Internship Courses for academic departments at East Tennessee State University. The purpose of our internship program is to provide learning and training opportunities for students, outside the classroom and laboratory, as they work toward graduation and transition to the labor market. Internship experiences provide unique opportunities for partnerships between organizations and East Tennessee State University.

- For students participating in the internship program, benefits include receiving academic credit, testing career interests, gaining valuable employment contacts, developing decision-making skills, receiving valuable on-the-job experience, and earning a salary in most placements. Internship experiences are rated among the top ten factors used by companies to select applicants for interviews.

**Eligibility for an Internship Position**

- Sophomore-level status (30 hrs. accrued credit) through graduate level
- Minimum GPA of 2.0-undergraduate**
- Minimum GPA of 3.0-graduate level**
- Students can only apply for positions in their declared academic major, minor or concentration
- Students who have graduated, are non-degree seeking or “special” student status cannot qualify for our internship program. These students should consider our work based learning program.
- International Students under the F and J visas must schedule an appointment with the International Student Advisor to discuss eligibility to accept an internship placement. Eligibility will be determined as per U.S. Department of Homeland Security policies.

** (Employers may raise minimum GPA requirements for specific positions.)

**Application Process/Position Advertisements**

- Students wishing to apply for internship positions should come to the University Career Services Office (ARC) 2nd floor, D.P. Culp University Center, and complete all documents necessary for a credential file.
- Grading documents will be managed through the College Central Network Experiential Learning manager. This will require all internship students to register in CCN.
- The administration of positions dictates that staff and students plan well in advance to allow the employer sufficient time to interview applicants and make a selection, as well as give the student time to make future class schedule plans.
- Position announcements are posted on the University Career Services website. Positions may be reviewed by contacting our web site at www.etsu.edu/careers and click on the Internship link. Then click on Internships and click on your major or minor from the academic categories listed. Additionally, position announcements are often posted by academic departments and distributed to faculty for classroom announcements. Other work-based opportunities are listed under the major related opportunities link.
- Positions may be advertised as much as a year in advance for some companies/agencies
- ETSU students may originate internship positions with the approval of the Internship Program Coordinator and the student’s academic department
Internships Assignments and Tuition-based Academic Credit

- Internship schedules may be arranged in three ways: 1) alternating semesters, 2) consecutive semesters, or 3) parallel schedules (going to school and working in an internship position). Students must complete the required hours during the semester and turn in any other required assignments to receive credit for their internship experience.

- Internship positions are for academic credit and become part of your permanent record. Appropriate tuition charges for any internship position (salary or volunteer) will be based on the number of credits being received. Enrollment for an internship course is done exclusively in the University Career Services Office in the ARC.

- ETSU students are required to work a minimum of 10 hours per week to earn academic credit for an internship position. The formula for earning academic credit is as follows:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Work Hours/Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10-19</td>
</tr>
<tr>
<td>2</td>
<td>20-29</td>
</tr>
<tr>
<td>3</td>
<td>30-40</td>
</tr>
</tbody>
</table>

- Grades for internship students are based on the employer's evaluation and any additional assignments required by the academic department (if applicable). Depending on which college a student is enrolled either the A-F system or a P-F system will be utilized for administering grades.