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

University Career Services manages internships for several academic departments at East Tennessee State University. The purpose of our internship program is to provide learning and training opportunities for you, outside the classroom and laboratory, as you work toward graduation and transition to the labor market.

These 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 some placements.

### 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 or minor
- Students who have graduated or non-degree seeking or “special” student status cannot qualify for internship 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.)

### Finding an Internship

- Plan your experiential learning internship course/placement in advance. Many positions may be advertised as much as a year in advance for some companies/agencies. The placement process must be completed prior to the start of the semester to receive a permit into an internship course. Students must allow the employer enough time to fulfill their application/interview process.

- To apply for internship positions, go to [etsu.joinhandshake.com](http://etsu.joinhandshake.com) and activate/sign into your Handshake account using your ETSU email and log-in password. Update your profile, and upload your resume and/or cover letter. Once you have access, search for internships by going to the Jobs section of Handshake. Select your preferred internship, select apply, and follow the organization's application process.

- Once you have accepted an internship, you will need to fill out an "Experience" for the internship via the "Experiences" tab in Handshake. This is where you will confirm your major and input your internship supervisor's contact information. For questions regarding this process, please email Jordan Adams-Ramirez at adamsjd1@etsu.edu.
Internships Assignments and Tuition-based Academic Credit

- Academic Internship courses become part of your official transcript and are treated as an academic course. Appropriate tuition charges to your student account for an internship position (paid or unpaid) will be based on the number of credit hours being received. Our office manages experiential learning/internship placements for various majors and minors, while course permits for enrollment into internship courses are managed by the appropriate academic department.

- You must have an approved placement (approved meaning you have submitted an "Experience" in Handshake and it has been through the approval process), and a departmental course permit before you are able to register for an internship course. Internship course registration information will be sent to you after approval is complete.

- You are required to work a minimum of 50 hours a semester to earn academic credit for an internship position. Spring and fall semesters are 14 weeks long and all hours must be completed within the semester’s parameters. The following brackets are applicable for ETSU’s semesters:

  - 50 work hours per semester = 1 academic credit hour
  - 100 work hours per semester = 2 academic credit hours
  - 150 work hours per semester = 3 academic credit hours

- With special permission, College of Arts & Science Students may condense their experience for a period of time between 6 weeks and the 14-week full semester, by working more hours per week, but the credit hour to work hour ratio above remains consistent. However, you must still be in the placement and registered for the course by the first week of classes each semester.

- Grades for internships are based on the employer’s evaluation and additional assignments required by your academic department. Internship courses are structured with an A - F grading system or a P - F grading system.

Additional Helpful Facts about Internship Program

- You may find your own placement and bring it to UCS for approval by the Experiential Learning Coordinator and your academic department. If approved, the same process listed above is followed.

- Internship experiences are rated among the top ten factors used by companies to select an applicant for an interview.