



EAST TENNESSEE STATE  
UNIVERSITY

**University Career Services**  
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D.P. Culp Student Center, 2nd level in the Carrier Center

## Internships for Academic Credit - Student's Guide

University Career Services manages internships for several academic departments on campus. The purpose of our internship program is to provide you with learning and training opportunities outside the lab and classroom.

This guide for students will help you determine if you're eligible for an internship for academic credit and provides instructions on how to apply.

### 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
- If you have graduated, are non-degree seeking, or have "special" student status, you will not qualify for an internship for academic credit
- 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 per U.S. Department of Homeland Security policies.

### Finding an Internship

We recommend applying for internships at least 6 weeks prior to the start of the semester. 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.

1. Log in to [Handshake](#) and click on Jobs at the top left corner of the screen.
2. Filter jobs so that only Internship positions appear.
3. When you find an internship you'd like to apply for, click the red apply button where you will either apply in Handshake or be directed to a third-party application site.
4. Once you've submitted your application, wait for the employer to contact you.
5. When you have accepted an internship, log in to Handshake to complete an Experience form. To do this, click on Career Center at the top right of the screen, select Experiences, then Request an Experience. This action will notify UCS you have obtained an internship placement. You will need your supervisor's contact information when filling out this online form.
6. Your Experience form is reviewed/approved in the following order: The Handshake Administrator, the employer sponsoring the internship, and lastly, your academic department chair.

7. As part of course registration, you will request a permit for the academic department's internship course. *Acceptance into the internship course can take 2-3 days.*
8. Once your permit is granted, you will register for the internship course just as you would any other course.
9. Work with the employer to establish your work schedule.

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

*You'll need to begin and finish working your internship hours within the same 14-week semester.*

10. Work with your academic department to develop Learning Objectives and receive the assignments required for academic credit.

### **Additional Information**

- With special permission, College of Arts & Sciences 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 the same. 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.
- You may find your own placement and bring it to UCS for approval by UCS 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.



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## UNIVERSITY CAREER SERVICES

Division of Student Life and Enrollment

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