

Unlocking Opportunities in Education

A Student's Quick Information Guide to Academic Internships

This quick information guide provides you with general 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 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 our 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 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.)

Application Process/Position Advertisements

- Students wishing to apply for internship positions should go to etsu.joinhandshake.com and activate/sign into your Handshake account using your ETSU email and log-in password. Update your profile, upload resume and cover letter. Once you have access, search for internships. Select the preferred internship, select apply, and follow the organization's application process.
- *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.
- Positions advertised on the University Career Services (UCS) website are pre-approved for academic credit by the appropriate departments. Positions may be reviewed by going to our website at www.etsu.edu/students/careers and clicking the student link. Then click on Student then select Experiential Learning from the drop-down menu. Internship positions on this page and many others are found on our Handshake platform (see log-in process above).

Internships Assignments and Tuition-based Academic Credit

- Academic Internship courses become part of your official transcript. Appropriate tuition charges for any internship position (salary or volunteer) will be based on the number of credit hours being received. UCS manages experiential learning/internship placements for various majors and minors. Permits for enrollment into an internship course is managed by the appropriate academic department. You must have an approved placement and a departmental permit before you are able to register for an internship course.
- ETSU students 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. The student must still be in the placement and registered for the course by the first week of classes each semester.
- Grades for internship students are based on the employer's evaluation and additional assignments required by their academic department. The student is enrolled in a course with an A - F grading system or a P - F grading system.

Additional Helpful Facts about Internship Program

- ETSU students *may originate internship positions* (find their own placement organization) and bring it to UCS for approval by the Experiential Learning Coordinator and the student's 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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East Tennessee State University is fully in accord that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, religion, national origin, disability, veteran status or sexual orientation.