

CAREER EXPERIENCE OR INTERNSHIP FOR ACADEMIC CREDIT

1. DETERMINE CREDITS NEEDED

If your major requires a career experience for graduation you will have a predetermined number of credits you need to complete.

To determine how many credits you need, refer to the academic catalog, DegreeWorks, or reach out to your academic advisor.

CREDITS

1 credit = 45 hours of work

If you are completing 4 credits, you would need to complete 180 total hours over the semester.

4 credits x 45 hours =
180 total hours / 16 week semester =
11.25 hours per week

This includes time spent interviewing, onboarding, completing position tasks, and academic work as requested by the University Supervisor (ie evaluations, discussion boards, etc.)

INTERNSHIP CREDIT(S)	HOURS OF WORK REQUIRED
1	45
2	90
3	135
4	180
5	225
6	270
7	315
8	360

2. IDENTIFY WHEN YOU WILL COMPLETE THE EXPERIENCE

Work with your academic advisor and/or faculty member to determine the best time to complete this experience in your degree plan.

If you plan to complete an experience during the summer, please connect with the Financial Aid Office to determine your financial aid coverage.

Did you know? You can split your credits over multiple semesters. For example, you could complete 2 credits in the fall and 2 in the spring.

3. REVIEW WHAT COUNTS

There are various opportunities that can count as towards credit, such as:



You will need a supervisor with experience in your academic/career field who can provide you with ongoing feedback.

4. ESTABLISH LEARNING OBJECTIVES

For a career experience to be approved, you must:

APPLY ACADEMIC KNOWLEDGE TO THE EXPERIENCE

DEVELOP & STRENGTHEN SKILLS FOR PROFESSIONAL GROWTH

EXPLORE PROFESSIONAL OPPORTUNITIES

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ROLES & RESPONSIBILITIES

SITE SUPERVISOR/EMPLOYER

- Determine how many hours will work, the activities you will complete, & what you can expect to learn
- Helps you to learn new skills
- Communicates with your University Supervisor/Faculty member if there are questions/concerns
- Completes the required evaluations

UNIVERSITY SUPERVISOR/ CSP FACULTY MEMBER

- Serves as the instructor for the course
- Serves as a resource
- Establishes due dates for evaluations
- Evaluates student learning
- Assigns & submits a final grade to the Registrar's Office

CSP STUDENT

- Researches & secures an appropriate experience
- Registers for credits before starting
- Pays tuition & fees according to deadline
- Completes all required activities by deadlines
- Communicates with Site Supervisor/Employer & University supervisor/CSP Faculty Member

NOW THAT YOU KNOW THE BASICS, START YOUR SEARCH!

SECURE AN EXPERIENCE

1

Start by identifying what type of work you want to do and what area you want to work in.

2

Search for positions and apply. Some job/internship boards to consider include:

- Handshake, CSP's Job and Internship Board
- Indeed.com
- Local council of nonprofits job board
- Company/organization websites
- Professional association websites

3

Reach out to professionals in your network to see what opportunities may exist.

REGISTER FOR YOUR INTERNSHIP COURSE

Register Here: registrar.csp.edu/internship-registration-form/

- This form will be sent automatically to your program chair or faculty member for approval.
- You will receive an email from the registrar to notify you when you are officially registered for the internship course.
- After registration, look for your XXX498 Internship course in Blackboard two weeks prior to the start of the term.

Information needed to register:

- Title of internship position
- Organization name, address, and website
- Site supervisor name, phone number, email address
- Internship position description
- Credits/hours at the internship