

## INTERNSHIP INFORMATION

### Eligibility

The Internship Contract is a Word document.

- Junior or senior status, satisfactory GPA and completion of departmental prerequisites
- Approval of Faculty Advisor, Department Chair, Academic Advisor, the Director of Career and Personal Development, and Academic Dean. Copies of the contract can also be found outside the Director of Career Development's office and in the Registrar's Office

### Academic Credit

- Each semester hour credit requires 45 clock hours of work
- Typically, students receive 4 credits requiring an average of 12 clock hours per week, a total of 180 clock hours for the semester (based on a 15 week semester)
- Students may take up to eight (8) credits of internship hours towards their degree. If a student does an internship at their regular place of employment, the internship activities must differ from normal job responsibilities
- The Registrar's Office converts the pending enrollment into actual enrollment in the student's internship course.

### Evaluation of Intern by Site Supervisor

Students are evaluated on their job performance by their Site Supervisor and academically by their Faculty Supervisor (blogs, academic projects/papers are required). Each intern will be responsible for sitting down with their site supervisor near the end of their internship to discuss their performance and to complete the Site Supervisor Intern Evaluation Form. The form is to be completed and turned in to the Faculty Supervisor by the last day of class. The evaluation will be a percentage of the grade in the intern's 3800 Internship Class as determined by the Faculty Supervisor. Copies of the evaluation can also be found outside the Director of Career Development's office.

Students evaluate their particular experience and the effectiveness of the internship program in the academic portion of their internship

## REGISTERING FOR AN INTERNSHIP

- Intern may choose to register for their Internship course in the appropriate department. The course will be noted as pending until the completed contract is received by the Registrar's Office
- Intern completes Sections 1, 2 and 3 with the exception of the Site Supervisor's signature
- Intern and Faculty Supervisor settle on Description of the Internship and the Learning Goals and complete Section 4
- Faculty Supervisor and Intern complete Section 5, Academic Assignments
- Faculty Supervisor, School Department Chair, and Academic Advisor sign Section 6
- Intern secures Site Supervisor's signature or an email from same verifying their role as Site Supervisor
- The completed contract with Sections 1 through 6 completed is shared with the Director of Career and Personal Development or emailed to [caryn.atwater@greensboro.edu](mailto:caryn.atwater@greensboro.edu)
- The Director of Career and Personal Development will approve, sign, and forward to the Dean of Faculty
- The Dean of Faculty will approve, sign, and forward to the Registrar's Office
- Student's enrollment in their pending Internship course will be converted to actual enrollment by the Registrar's Office

UNCG provides housing for students from any college or university doing summer internships in the Greensboro area