



ACADEMIC INTERNSHIP PROGRAM

STUDENT GUIDELINES

Academic Internship

The Villanova School of Business (VSB), through its strategic plan, is committed to providing a world-class business education complemented by appropriate experiential learning through internships in the business community. Internships provide valuable insight into career interests, professional aspirations and personal values. These experiences present concrete opportunities for students to make tangible connections between classroom theory and practical application.

An academic internship is a pre-professional work experience, sufficiently rigorous so as to earn credit, approved by the faculty chair of the intern's sponsoring academic area and administered through the Clay Center at VSB.

Prerequisites

- full-time, undergraduate student status in VSB or business minor program
- sophomore standing (minimum 30 credits completed)
- a minimum overall GPA of 2.5 (some employers may require a higher GPA)

Academic Credit

- **Free Elective Credits:** Three (3) free elective credits may be earned for successful completion of an academic internship. The maximum number of internship and CoOp course credits that can be used to fulfill graduation requirements is six (6). Students may complete more than one internship in the same academic discipline provided that the nature of the experiences is significantly distinct (e.g., Sales and Marketing Research) as determined by the sponsoring academic area faculty chair.

Internship courses fulfill **FREE ELECTIVE credit requirements** only and do not fulfill major or minor credit requirements. If a student has fulfilled all of his/her free elective requirements, then internship credits are designated unused credits over and above graduation requirements. Internships are graded on a Satisfactory/Unsatisfactory basis. Monetary compensation for an internship does not affect eligibility for receiving academic credit.

- **Credit Approval and Registration:** Academic credit approval for an internship must be secured and course registration must be completed **BEFORE** the internship begins. **NO ACADEMIC CREDIT WILL BE AWARDED FOR AN INTERNSHIP RETROACTIVELY.**
- **Summer Tuition Charge:** Students registered for a summer internship course will incur a tuition fee for the three free elective credits granted. The cost to participate in a 3-credit summer internship is \$1,119. Spring and fall semester internship fees will be included in the full tuition for the semester.
- **International Internships:** Internships that are part of a study abroad experience are administered by the Office of International Studies. Credit approval for international internships is granted by the faculty coordinator of the international program.
- **Withdraw/Termination:** Students wishing to withdraw from the internship course must contact the Assistant Director for Internships/CoOps prior to the withdrawal (WX) deadline. Deadlines for fall and spring semesters can be found in the Academic Calendar. Students withdrawing from a summer internship course must do so by July 1st. If a student withdraws from an internship in which the employer requires academic credit, the internship supervisor will be notified immediately of the withdrawal. Students who do not complete the academic internship requirements will be assigned a final grade of Unsatisfactory (U). Students who are terminated from their internship by the sponsoring employer during the course of the summer/semester may be assigned a final grade of Unsatisfactory (U). Refunds as the result of official withdrawal from a summer internship course will be made according to the schedule listed below:

Segment of the Semester

Dropped within 24 hours of the internship start date
After 24 hours of the internship start date

Refund

100%
No refund

Application Process

1. To begin your internship search, contact the Clay Center to register and attend an *Action Plan Workshop*
2. Utilize University Career Center resources
 - a. Prepare resume; meet with Career Counselor to review and edit
 - b. Establish Handshake account - <https://villanova.joinhandshake.com/login>
 1. Complete Profile
 2. Upload resume(s); post resume to Resume Book(s)
 3. Explore and apply to internships that are posted (apply to positions outside of Villanova as well, using company websites, personal contacts, etc.)
3. Interview and accept an internship offer

Registration Process

1. Once you have secured an internship, apply for credit
 - a. Review introductory Handshake video at <https://tinyurl.com/VSBExperiences>. It can also be found on the Clay Center at VSB Website. This video will guide you through the process of completing the application in order to receive academic credit for your experience.
 - b. Complete online Internship Application/Agreement via Handshake (Find it under "Career Center" → "Experiences").
**An internship description and supervisor name and contact information is required to complete the application*
 - c. Application will be reviewed in accordance with the corresponding academic department chairperson
 - d. If approved, the O'Donnell Center staff will complete your academic internship course registration
** It takes approximately 2 weeks after application submission to complete registration.*
2. Attend mandatory Intern Launch (further information will be provided upon registration for an academic internship).
3. Student must be registered for the internship prior to the start of the internship or the last business day of the semester's drop/add period depending on which date comes first.

Application Deadlines

Internship Semester	Deadline
Fall	Last business day of drop/add period
Spring	Last business day of drop/add period
Summer	June 15

FAQ'S

1. **Can I secure academic credit for an internship that I find outside of Villanova resources?**
Yes, upon completing the online Internship Application/Agreement, the Assistant Director of Internships/CoOps will review and work to secure approval with VSB Department Chairs.
2. **How will the internship course appear on my transcript/CAPP report?**
All internships are free electives and do not count toward your overall GPA. The internship course will appear on the CAPP report as a course within the specific academic discipline in which you are registered. (ie. ACC3450, ECON3450, FIN3450, MGT3310, MKT3450, MIS3500, RE3001)
3. **How can I view my grades after the internship?**
Grades will be available via Novasis approximately 2 weeks after the internship materials are submitted for the semester.



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