



## OFFICE FOR UNDERGRADUATE STUDENTS

# ACADEMIC INTERNSHIP PROGRAM

## STUDENT GUIDELINES

### **ACADEMIC INTERNSHIP**

The College of Liberal Arts and Sciences Internship Program provides students with opportunities to explore careers, acquire professional experience, and prepare for post-graduate employment. Through the program, students have the option of earning credit within their major, concentration, or minor for relevant work experience, or to earn elective credit for work experience unrelated to their primary coursework.

The Academic Internship Program provides students with opportunities to explore careers, acquire professional experience, and prepare for post-graduate employment. This program is administered through the Office for Undergraduate Students (OUS).

### **ELIGIBILITY REQUIREMENTS**

- Full-time, undergraduate student in the College of Liberal Arts and Sciences
- Rising sophomore standing (minimum 30 credits completed) for a Liberal Arts and Sciences internship or rising junior standing (minimum 60 credits completed) or senior (minimum 90 credits completed) for internship credit in a Major, Minor, or Concentration
- Minimum overall GPA of 3.0 (fall or spring semester internship), or 2.7 for a summer internship

### **ACADEMIC CREDIT**

- Internship credits must be approved in advance by the faculty chair of the intern's sponsoring academic area before the internship commences; credit will **not** be awarded retroactively
- Students are required to work a minimum of 150 hours for every 3 credits they are registered for
- A maximum of 15 total credits may be earned through the Internship Program
- Internships are graded on a Satisfactory/Unsatisfactory basis

### **COMPENSATION**

Monetary compensation for an internship does not affect eligibility to receive academic credit. A student may receive **both** monetary compensation and academic credit for an internship.

### **TUITION**

Internships during the fall and spring semesters are included in the regular semester tuition. **The tuition for a summer (3-credit) internship course is \$1,149.00 plus \$15.00 fee = \$1,164.00.** (Subject to change)

### **INTERNATIONAL INTERNSHIPS**

Students may secure international internships through the Office of Education Abroad. International internships must be approved **by the department** for credits in a student's major, minor, or concentration. Free elective credit is also available for international internships.

### **WITHDRAWAL/TERMINATION**

Students wishing to withdraw from an internship course must contact the Office for Undergraduate Students prior to the withdrawal (WX) deadline. The internship supervisor must also be notified immediately of the withdrawal. No tuition will be reimbursed for withdrawing from the Internship Course. Students who do not complete the academic internship requirements will receive a final grade of Unsatisfactory (U).

### **APPLICATION PROCESS**

- Explore internship opportunities:
  - Establish a Handshake account (<https://villanova.joinhandshake.com/login>)
  - Check out the OUS Facebook page (<https://www.facebook.com/VillanovaOUS?fref=ts>)
  - Visit Villanova's Career Center
  - Explore opportunities outside the university through personal contacts, company websites, etc.
- Meet with Director of Professional Development to review resume and cover letter (optional)
- Prepare for interview(s) with prospective employer(s) (optional)
- Schedule a time to meet with Director of Professional Development for help in securing an internship (optional)

Complete internship application:

[https://www1.villanova.edu/villanova/artsci/undergrad/ous/profdevt/internship/application\\_secure.html](https://www1.villanova.edu/villanova/artsci/undergrad/ous/profdevt/internship/application_secure.html)

- Write a two page essay detailing the field you are pursuing, your overall academic and professional goals as an intern. Include the talents and skills you possess and those you hope to develop through an internship.
- Submit job description
- Review and submit Student Internship Agreement Form
- The deadlines for applying for internships are as follows:

Spring 2022	December 3, 2021
Summer 2022	May 6, 2022
Fall 2022	July 29, 2022

### **Benefits of completing an internship include:**

- Developing professional writing and presenting skills
- Gaining an understanding of the industry's standards and challenges
- Determining the elements of the organization's culture and your fit within it
- Networking, building relationships, and developing professional contacts
- Prioritizing time and responsibilities and managing projects
- Testing aspirations and goals in the workplace
- Setting new aspirations and goals based on your internship experience

***For more information, visit the Office for Undergraduate Students in SAC 107, call us at 610-519-4232, or send an email to [as.internship@villanova.edu](mailto:as.internship@villanova.edu).***

