

How many credits will I earn for my internship?

That is determined between you, your faculty sponsor/advisor and the agency/business mentor. A minimum of four hours per week or 50 hours per semester are required for each credit. The School



Internships allow students to earn college credit while exploring occupations related to their field of study. The work experience looks great on a resume

of Business requires 60 hours per credit per semester.

Why should I consider participating in an internship?

An internship can provide you with valuable experiences and new skills. It can also be a way to “test the water” in a professional field. Contacts you make during the internship can be very helpful to you in your future job search by providing letters of recommendation and/or job referrals. Some students who have participated in internships have been

offered seasonal or long-term employment by their agency/business sponsors.

Can I earn internship credit for an experience that I’ve already had?

No. UAS does not offer credit for experiences that have already occurred. However, if you are currently working in a position that might qualify for internship credit, you may be able to gain credit for the additional hours you work *after* your internship application is approved.

Does an internship have to be for credit?

No. Many agencies and organizations offer temporary or seasonal positions that are ad-

This information is provided by
Career Services

11120 Glacier Highway, 102 Mourant
Juneau, Alaska 99801
Phone 907-796-6368
Fax 907-796-6005
E-mail steve.laing@uas.alaska.edu

www.uas.alaska.edu/careerservices

UAS UNIVERSITY OF ALASKA
SOUTHEAST

Internship Guidelines & Policies for UAS Students

➤➤➤ *Provided by Career Services*



What students need to know to apply for and participate in the internship program at UAS

UAS UNIVERSITY OF ALASKA
SOUTHEAST

What's required to participate in an internship for credit?

Internships are experience-based learning opportunities that involve working within an organization, public or private, under the supervision of a qualified professional and a UAS faculty member. To qualify:



Internships allow students to gain valuable work experience with the support of UAS faculty and business/agency professionals

1) You must be a declared major in a program of study at UAS and have completed a list of specific courses defined by your department.

2) You need to meet with a faculty advisor/sponsor.

3) You must have a minimum of a 2.0 GPA at time of application for the internship.

4) Internships must involve learning new skills, techniques, or concepts, and must include regular opportunities to interact with your agency/business sponsor.

An internship can be one that you are already aware of, or you can work with your faculty advisor to create one that meets the requirements stipulated by your department. Career Services is also a good resource for finding internship opportunities.

How do I apply for an internship?

If you meet the requirements to participate in an internship, you must then complete the following:

A) Internship Contract Proposal, which can be found online at: <http://www.uas.alaska.edu/facultyhandbook/faculty-info/faculty-forms/faculty-forms-docs/Onlineinternctct.pdf>, or through your department advisor or Admissions & Records. This form requires the signature of your faculty advisor and your organizational sponsor or supervisor.

B) Project Description. A one or two page description of the work you will be doing. Be sure to include the following information:



The combination of classroom learning and applied work experience enhances a student's skills and employability

- A description of new skills, techniques, or concepts you will learn.

- A timeline for meeting with your faculty sponsor, for completing drafts and projects.

- A list of relevant literature or other documents that you will read to enhance your experience. You will want to discuss this with your agency/business sponsor.

C) Instructor Approval Form. Available from Admissions & Records or your faculty advisor. Will require the signature of your instructor and the dean of your department.

D) Course Registration Form, or an Add/Drop Form must be completed and include the proper course number (ending in -91) for an internship.

E) Mid-term progress report. This can be a verbal or written report to your faculty sponsor, as agreed upon before beginning your internship.

F) Final report. A presentation, or other product as agreed in the Internship Contract Proposal.

Frequently Asked Questions

Can an internship be a paid position?

Internships may offer a salary or stipend as well as credits. In a paid position, you will not typically be able to earn credit for all of the hours you participate, and you may need to work additional hours to complete a specific academic project for the internship.

How much internship credit can I apply toward my degree?

You can apply up to six credits in a Certificate program, nine credits in an Associate's degree program, and 12 upper division credits toward your Bachelor's degree. Check with your department advisor for the specific requirements related to internship credits for your degree program.