Internship Information for Agencies, Businesses, and Organizations

Provided by Career Services

Who to Contact at UAS:
For assistance with developing internships for UAS students, contact Career Services at 907-796-6368. If you know which program your internship is most suited for, you may contact a department directly:

School of Arts & Sciences: 907-796-6282
- Arts
- Biology
- English
- Environmental Science
- Marine Biology
- Mathematics
- Social Science

School of Management: 907-796-6477
- Accounting
- Entrepreneurship
- Human Resource Management
- Management
- Marketing

School of Education: 907-796-6429
- Elementary & Secondary Education

Career Education: 907-796-6121
- Automotive/Diesel Technology
- Construction Technology
- Environmental Technology
- Fisheries Technology
- Health Information Management
- Health Sciences
- Marine Transportation

This information is provided by
Career Services
11120 Glacier Highway, Juneau, Alaska 99801
Phone 907-796-6368 | Fax 907-796-6543
E-mail deborah.rydman@uas.alaska.edu

www.uas.alaska.edu/career_services
Internship Requirement for Students

Students are required to complete an Internship Contract Proposal that describes what they will learn, the timeline for meeting with their faculty internship supervisor, and the type of final product that demonstrates what they learned. Students are also required to schedule a mid-semester progress report, which can be verbal or written.

To qualify for a credit-earning internship, students must:

- Be a declared major in a program of study at UAS;
- Have completed a list of required courses specified by their department;
- Have met with a faculty advisor or sponsor;
- Be enrolled in a minimum of six credits and have a minimum cumulative 2.0 GPA at the time of application for the internship.
- Establish a schedule to meet monthly with faculty internship sponsor and site supervisor.

Should Internships be paid?

It is strongly encouraged that interns be paid a salary or stipend for their work. The amount is generally determined while an internship is being coordinated between a faculty member and a sponsoring agency, business or organization. Students cannot be paid less than minimum wage ($7.75/hr). Most paid internships offer an entry-level wage for an equivalent position. Consider reviewing other internship postings to determine a competitive wage. For research-oriented internships, in lieu of a salary, the travel and living expenses for a student may be covered while they are performing the work.

How many hours is an intern allowed to work?

The number of hours a student can work will depend on the number of credits the student is carrying. To receive internship credit, the student needs to complete the following total hours during a semester:

- 60-180 hours (1-3 credits), School of Management
- 50-150 hours (1-3 credits), School of Arts and Sciences and School of Career Education.
- 360 hours (6 credits) for summer internships