

## Criteria for Academic Credit for Internships

The Career Center and faculty sponsor review an experience to be sure it is educational and worthy of academic credit. The following criteria must be met:

### Education & Structure:

The experience should aid student's learning and skill development in a professional setting. The experience should have a description that provides a clear, formal structure including skills that can be used in other fields and professional settings. Experiences, paid or unpaid, can both receive academic credit. If unpaid, businesses must follow appropriate [federal standards](#) as well as the [state standards for for-profit business](#) or [state standards for not-for-profit organizations](#).

### Learning Objectives & Reflection:

The experience should have defined learning objectives as well as opportunities for continuous feedback and reflection.

### Duration:

The experience would run for a fixed period. The number of credits is determined by time commitment (hours per week) and set by the University. Unpaid internships must not exceed 15 hours a week.

### Supervision, Feedback & Evaluation:

There would need to be supervision by a professional who has educational background and/or professional background in the field of the experience. The supervisor would also give feedback throughout the experience as well as complete a mid-semester and final evaluation.