How an Internship for Academic Credit Works

Information sessions are held weekly:  [http://www.umass.edu/careers/career-services-calendar](http://www.umass.edu/careers/career-services-calendar)

1. Internships can be during a semester, summer or break. They can be local, national or international. Some are paid.

2. Semester internship credit is part of regular tuition – so no extra cost for full-time students. Summer or winter session credit is registered with Continuing Education and is paid by the student per credit.

3. Students can earn a total of 18 credits for internships while you are a student, depending upon department guidelines.

4. Credits are registered under ‘98 practicums, usually earned as general electives, Pass/Fail (P/F) and COUNT towards graduation. Some departments may use graded practicum credits.

5. To receive academic credit, you must find a faculty member to sponsor you. You will need to meet with them and tell them they will receive a computer-generated email with a link to approve that you are doing this internship, and that they have agreed to be your academic sponsor. It is fast and easy!

6. To find opportunities, current UG students should log into the [UMass Amherst CareerConnect](http://www.umass.edu/careers) with your NET ID & password, as you are in the system: [www.umass.edu/careers](http://www.umass.edu/careers). If you have trouble logging in, contact OIT. Graduate students will need to register to make a new account to use it.

7. First things first: Update your profile in the system, so you can conduct various searches, using filters, junctions and/or keywords.

8. You can also use other websites to find an internship, or you can develop your own, BUT you can’t work for family or in someone’s private home if you are receiving academic credit.

9. **WHEN YOU ACCEPT AN OFFER!** Log back into CareerConnect and complete a Contract. Go to your Profile and select Internship/Co-op. Complete this online, so the links for approvals will be sent to your faculty sponsor and site supervisor.

10. If you do not have a minimum of 45 credits with a min. GPA 2.0+, you will need to get an additional signature from your Academic Dean. When you enter your contract online, this Dean’s form will be generated for you from the system.

11. If your internship is during the semester and will take you away from the UMass Amherst campus, you will need to sign a Placement Requirements form before you leave. This form is also generated when you enter your data in the CareerConnect Internship/Co-op section.

12. **FINAL EVALUATIONS:** Towards the end of the internship, you and your internship supervisor will receive emails with final evaluations. You both need to click into the emails and complete the evaluation online and hit the submit button. **You must submit these as soon as possible, so that your faculty sponsor can enter your grade into SPIRE in a timely manner.**

Other offices that you should contact when applicable:

**On-Campus Housing** (235 Whitmore Bldg. Phone: 413-545-2100) If your internship is away, you need to cancel housing but arrange housing for the semester after your internship.

**International Programs Office** (467 Hills South Phone: 413-545-2843) International students must contact this office regarding visas.

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How Cooperative Education (Co-op) Works

Co-ops are always PAID, and usually 6 - 9 month positions related to your major that usually requires you to leave school.

Co-ops can be during a summer or a semester plus a summer.

Co-op status allows you to stay enrolled at UMass Amherst without paying tuition, but there is paperwork involved.

Generally, you do not earn academic credit, but co-ops are noted on your transcript once you and your supervisor fill out a final evaluation.

To find co-ops, go to UMass Amherst CareerConnect and log in with your UMass NET ID and password at: www.umass.edu/careers.

Apply to multiple co-op positions, watch for early deadlines and use other career specific websites as well.

Attend on-campus career fairs, company information sessions, and department sponsored events to meet employers.

Many companies come to campus to interview candidates for co-ops, internships and full-time positions, so check the Career Services and CareerConnect calendars and read emails from Career Services to submit your resume.

When you accept a co-op position!
Log into CareerConnect and complete a Contract – even though you will not be receiving academic credit.
Go to your Profile and select Internship/Co-op. Complete this online, so the link for approval will be sent to your site supervisor.

Important Paperwork
If your co-op is during the semester and will take you away from the UMass Amherst campus, you will need to get a Departmental Permission Form and a Placement Requirements form signed before you leave. These forms are generated when you enter your placement data into CareerConnect in the Internship/Co-op section. Bring the Dept. Permission form to your academic department to have a Dean or Faculty sign it.

Once signed, you can bring these forms back to Career Services in 511 Goodell, or you can scan it back into CareerConnect.

Once the Departmental Permission form and Placement Requirements form is received, the Career Services staff will put you on co-op status with the University. For a summer only co-op, these two forms are not required.

Towards the end of the co-op, you and your supervisor will both receive emails with final evaluations. You both need to click into the emails and complete the evaluation online and hit the submit button. Once these evaluations are received, your co-op can be listed on your transcript as pre-professional experience.

For those participating in semester co-ops, you should also contact the following offices when applicable:

- Registrar’s Office (213 Whitmore Building. Phone: 413-545-0555)
  If necessary, change your graduation date with the Registrar’s Office so that you’ll be able to register for the semester when you’ll be returning to campus.

- Housing Assignment Office (235 Whitmore Building. Phone: 413-545-2100)
  Remember to cancel housing for the semester you’ll be away and arrange housing for the semester after your co-op.

- Financial Aid Services (255 Whitmore Building. Phone: 413-545-0801)
  Students who receive financial aid meet with Sharon Pinkney, the Financial Aid liaison for co-op students.

- International Programs Office (467 Hills South. Phone: 413-545-2843)
  International students must contact the International Student Program to obtain information regarding visas.

- Veteran Services (Dickinson Building. Phone: 413-545-0939)
  Students currently receiving veterans benefits should contact this office for information about what impact a co-op may have on their benefit eligibility.