How Internships for Credit Work at UMass Amherst

Information sessions are held weekly. The schedule is on http://www.umass.edu/careers/calendar/

☐ 1. Internships can be during a semester, summer or break. They can be local or nationwide. Some are PAID, others are not.

☐ 2. Students can earn up to 18 credits in total for internships while you are a student here, depending upon departments.

☐ 3. Credits are usually earned as general electives and are P/F and DO COUNT towards graduation.

☐ 4. To receive academic credit, you must find a faculty member to sponsor you. They will need to sign an Academic Contract.

☐ 5. If you do not have a minimum of 45 credits with a min. GPA 2.0+, you are required to get an additional signature by your Academic Dean for the Academic Contract as well.

☐ 6. Semester internship credit is part of regular tuition. Summer or winter session credit is registered with Continuing Education and is paid by the student per credit.

☐ 7. To find listings, log into the UMass Amherst CareerConnect database with your NET ID & password: www.umass.edu/careers. If you have trouble logging in, contact OIT.

☐ 8. First things first: update your profile in CareerConnect, then search and apply for multiple positions.

☐ 9. You can use additional websites to find an internship, you can develop your own internship, but you can’t work for family!

☐ 10. WHEN YOU GET AN OFFER! Pick up an Academic Contract from Career Services. Have your faculty authorize your credits by signing the contract and you return it to the Field Experience program in Career Services.

☐ 11. AS YOU START AN INTERNSHIP: Have your on-site supervisor fill out a Position Description form and you return it.

☐ 12. FINAL EVALUATIONS: At the end of the internship, you and your on-site supervisor will be asked to submit evaluations.

You can also meet with a Career Advisor to help you find a great internship based upon your career interests.

Other offices that you should contact:

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.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>HOURS/WEEK</th>
<th>HOURS/SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>8</td>
<td>120</td>
</tr>
<tr>
<td>6</td>
<td>16</td>
<td>240</td>
</tr>
<tr>
<td>9</td>
<td>24</td>
<td>360</td>
</tr>
<tr>
<td>12</td>
<td>32</td>
<td>480</td>
</tr>
<tr>
<td>15</td>
<td>40</td>
<td>600</td>
</tr>
</tbody>
</table>

Internship Credit/Hours Relationship
NOTE: 40 hours = 1 credit. These numbers are based on a 15-week semester.

Career Services
UMass Amherst
413-545-2224 | careerservices@umass.edu
www.umass.edu/careers

7/10/14
How Cooperative Education (Co-op) Works

Co-ops are always PAID, 3 - 9 month, professional 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 as pre-professional experiences.

To find co-ops, go to UMass Amherst CareerConnect database and log in with your UMass NET ID and password at: www.umass.edu/careers. Co-ops are listed under Internships and have the word Co-op in the title.

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

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

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

When you accept a co-op offer, please notify Career Services in 511 Goodell, as a contract is required.

Once in place at a company:

☐ Return a Verification Card to the Field Experience program in Career Services with the contact info of your supervisor.

☐ Have your on-site supervisor fill out a Position Description form and you return it to Career Services FE Program.

☐ At the end of the co-op, you and your on-site supervisor will be asked to submit final evaluations.

☐ Once these forms are received, your co-op is listed on your transcript as pre-professional experience.

IMPORTANT:
If your co-op is during the semester, get a Departmental Permission form from the FE program and have a faculty member sign it. Once the Departmental Permission form is received, the FE staff will put you on co-op status with the University. For a summer only co-op, departmental permission is not required.

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

☐ 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 Pat Echols, 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.