

## How Undergraduate Internships for Academic Credit Work

Information sessions are held weekly in Fall/Spring: <http://www.umass.edu/careers/career-services-calendar>

- Internships are career-related experiences** at an organization, which can be during a semester, summer or winter break. They can be on-campus, local, national or even international. Some are paid. Students *can* receive credit for either paid or unpaid internships. You must have an on-site supervisor at your placement site who is a professional. Most students can earn a total of 18 credits for internships over their academic career, but this is *dependent upon academic department guidelines*. Semester internship credit is part of regular tuition – so there is no extra cost for full-time students. Summer or Winter session credit is registered through Continuing and Professional Education (CPE/OE), and students are billed by the Bursar at a per-credit rate.
- Undergraduate students** considering an **international internship** MUST obtain approval from the International Programs Office (IPO) at least six months in advance, and register their university-related international travel. **International students** doing a **PAID internship in the United States** MUST obtain CPT approval from the International Programs Office (IPO) before accepting a paid position. <https://www.umass.edu/ipo/iss/curricular-practical-training-cpt>
- To receive **academic credit**, you must have a **Faculty Sponsor** who endorses the internship. You will need to discuss with them an **Academic Project** that you agree to complete. Also discuss how many internship credits you can earn. Inform faculty that they will receive an email from Handshake with a link to approve your internship “Experience”.
- Internship credits are registered under a '98 practicum (such as UMASS 298Y), usually earned as general electives, usually Pass/Fail (P/F) and COUNT towards graduation. Some departments have letter-graded practicums, so discuss this with your faculty sponsor.
- WHEN YOU GET AN OFFER**, find a faculty sponsor, then log into **Handshake** and complete an online Experience form. Click on the **Career Center** tab on the top right, then click **Experiences**, then **Request an Experience**. Under **Details**, under **Experience Type**, select **Internship for Credit – For Domestic and International Undergraduates**; select a **Term**, and include your **placement details, learning objectives and academic project, if you are getting credit**. Once you complete and submit your Experience form, Central Career Services staff will review the form and then forward it to your faculty sponsor for approval.
- If you do not have a minimum of **45 credits** or a minimum **2.0 GPA**, you will **need approval** from your **Academic Dean**. The **Dean's Approval Form** is on our website at <http://www.umass.edu/careers/internships/forms>. Once signed, attach the form to your experience contract in Handshake.
- If your internship is during the fall or spring semester and takes you away from campus and you will not be taking any classes, you will need to submit both a signed **Placement Requirements Form** and a signed **Department Permission Form** before your internship can be approved. These forms are available at <http://www.umass.edu/careers/internships/forms>. Attach these signed forms to your experience contract.
- If you are an **undergraduate student** and your internship is **outside of the United States**, contact the International Programs Office (IPO) at least six months in advance for approval. This applies to both domestic and international students. Once approved, attach a signed **International Internship/Co-op IPO Approval Form** to your experience contract. That form is available on our website at <http://www.umass.edu/careers/internships/forms>.
- If you are an **international student** and your internship is **paid and in the United States**, contact the International Programs Office (IPO) for information about CPT approval. Review CPT guidelines: <https://www.umass.edu/ipo/iss/curricular-practical-training-cpt> Do not accept a position before obtaining CPT approval. Attach a copy of your offer letter to your online Experience contract in Handshake. After getting CPT approval, you will also need to attach a copy of your revised CPT/I-20 to your Experience contract in Handshake.
- EVALUATIONS**: Near the end of the internship, you and your on-site supervisor will receive emails with evaluations. You both need to complete and submit these. We share them with your faculty sponsor so that they can be utilized to determine your grade.

In addition to the academic work you have agreed upon with your faculty sponsor, these are the UMass recommended hours you will need to work during a fall or spring semester to receive academic credit(s):

Internship Credits/Hours 40 hrs. = 1 credit		
CREDITS	HOURS/WEEK	HOURS/SEMESTER
3	9	120
6	17.5	240
9	25.5	360
12	34.5	480
14	40	560

### Questions?

Contact the Field Experience Program Office,  
Central Career Services, 511 Goodell Building  
413-545-2224 [internships@umass.edu](mailto:internships@umass.edu)