

How Undergraduate Internships for Academic Credit Work

- 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. However, **you CANNOT work for another student, a family member or in someone's private home for credit.** 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 University Without Walls, 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). CPT guidelines can be found here: <https://www.umass.edu/ipo/node/18162>
- 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 and ask what the **Course Number** should be. Inform faculty that they will receive an email from Handshake with a request to approve your internship "Experience."
- Internship credits are registered under a '98 internship practicum (such as UMASS 298), usually earned as general electives, usually Pass/Fail (P/F) and COUNT towards graduation. Some departments have letter-graded practicums, so consult 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 **Undergraduate Internship for Academic Credit Experience Contract**; select a **Term**, and include your **academic project, placement details, and learning objectives**. Once you complete and submit your Experience form, Field Experience Program staff will review the form and then forward it to your faculty sponsor via an email from Handshake for approval.
- If you have not earned a minimum of **45 credits** or have a minimum **2.0 GPA**, you will **need approval** from your **Academic Dean**. The **Undergraduate Internships and Co-ops Academic Dean's Approval Form** is available 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 on campus, you will need to submit both a signed **Undergraduate Internships and Co-ops Placement Requirements Form** and a signed **Department Permission For Undergraduate Student Away on Internship or Co-op 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.
- All students will submit a signed **Field Experience During Covid19 Agreement**. Go to <https://www.umass.edu/careers/internships/forms>.
- 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 **Undergraduate Internships and Co-ops 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/node/18162>. Do not accept a position before obtaining CPT approval from your department. Attach a copy of your offer letter to your online Experience contract in Handshake. After getting CPT approval, the Field Experience Program staff will assist with your enrollment in internship credits.
- EVALUATIONS and WORK HOURS LOG:** Near the end of the internship, you must submit your **Weekly Work Hours Log** which will be sent to you from our office, and 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,
 Career Development & Professional
 Connections Hub,
 511 Goodell Building,
internships@umass.edu