

Trained Career Ambassador Peer Advisors - available for resume, cover letter, personal statement reviews on both a walk-in and email basis (careerambassadors@umass.edu) office located in Arnold Room 136.

For peer walk-in hours visit: <http://www.umass.edu/sphhs/Careers>

To schedule career-advising appointments, log in to umass.joinhandshake.com

Internships for Academic Credit

- 1. Internships are career-related experiences** at an organization, which can be during a semester, summer or winter break. They can be local, national, or international. Some are paid. You *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, **depending 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 and is paid by the student per credit.
- 2. Domestic students** considering an **international internship MUST obtain approval from the International Programs Office (IPO)** at least six months in advance, and register their university-approved international travel. Once approved, attach a signed **International Internship and Co-op IPO Approval Form** to your experience contract in Handshake. This form is available at <http://www.umass.edu/careers/internships/forms>.
- 3. 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>. After getting CPT approval, attach a copy of your revised CPT/I-20 to your experience contract in Handshake.
- To receive academic credit, you must find a faculty member to sponsor you. You will need to discuss with them the academic project/work you agree to complete, and 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.
- 6. WHEN YOU GET AN OFFER**, find a faculty sponsor and then log into **Handshake (www.umass.joinhandshake.com)** and complete an online **Experience** form. Click on the **Career Center** tab on the top right, then **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, 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 to get an additional signature** from your **Academic Dean**. This form is available at <http://www.umass.edu/careers/internships/forms>. Attach the signed form to your Experience contract in Handshake.
- If your internship is during the semester and takes you away from campus, you will need to submit both a signed **Placement Requirements Form** and a signed **Departmental Permission Form** (at <http://www.umass.edu/careers/internships/forms>) before your internship can be approved. Attach the signed forms to your Experience contract in Handshake.
- 9. EVALUATIONS:** Near the end of the internship, you and your on-site supervisor will receive emails with evaluations. You **both** need to complete these online and submit them. We share them with your faculty sponsor so that your faculty sponsor can utilize them 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/spring semester to receive academic credit:

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
18	51.5	720

Questions?

International Programs Office (Phone: 413-545-2843)

International students must contact this office regarding work authorization, and domestic students must get approval for an international internship.

Field Experience Program Office (Goodell 511. Phone: 413-545-2224; internships@umass.edu). Found at Central Career Services, for specific questions or concerns.