## Internship and Experiential Learning Information Sheet Richards College of Business

Your internship application packet should include this form, along with a letter of offer and an official job description, both on official letterhead and signed by an official of the organization, as well as the university's <u>Directed Readings, Independent Study, Internship, Variable Credit Approval Form</u>. (See page 2 for complete guidelines and requirements. Contact your academic advisor if you have any questions.)

					917	
(Last name)	(First name)	(Middle)		UWG Student ID		
(UWG Email Address)	<del></del>	(Phone)	Mobile _	Home	Work	
Major	Minor	GPA	GPA 6		Classification: Fr, So, Jr, Sr, Gr	
Permanent Address: Street		City		State	Zip	
UWG/Mailing Address: Street		City		State	Zip	
Please check one: Internship: _	Co-op: I	f Co-op: Al	ternating	Paralle	I	
Semester and Year:  (Please note: Unpaid internships with department chair or the assistant dear Employing Organization Name	for-profit organizations must m of for more information.)		published by		 Fact Sheet #71. See your	
Employing Organization Contact Name	Contact Er	Email Address		Contact Phone		
U.S. Citizen: Yes No	f no, do you have a F-1 Visa? _	_Yes No If yes, o	do you have	a work permit? <sub>.</sub>	Yes	
Release Statement I hereby authorize UWG and the Richa necessary to aid employers in determined understand that this information will be organization to have a need to know. basis to my co-op employer. I underst Privacy Act of 1974 and will not be release.	ning my potential for employme se disclosed to those persons w If accepted for a co-op position and that this information is rele	ent as an intern (i.e., t ithin the employing or n, I understand that tra eased pursuant to Sect	ranscript, reg ganization w anscript info	sume, application Tho have been de Tmation may be r	n, references, etc.) I etermined by that made available on a regular	

(Date)

(Signature)

(Printed Name)

## WHAT IS AN INTERNSHIP?

"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent." (National Association of Colleges and Employers (NACE).

NACE further states that "an internship is a legitimate learning experience benefitting the student and not simply an operational work experience that just happens to be conducted by a student."

Internships for students in the Richards College of Business at UWG may be awarded academic credit upon review and approval by the appropriate department chair and the dean/dean's designee. The basic requirements and procedures for application to the department are listed below.

## **ACADEMIC REQUIREMENTS**

Full major status and at least a 2.5 GPA is required. The student will work with a professor to determine the academic requirements of the internship. At a minimum these requirements will include the following: (1) a journal of activities; (2) a research paper or project; and (3) an evaluation from the supervisor.

## STUDENT RESPONSIBILITIES and INSTRUCTIONS for Obtaining Academic Credit for an Internship

- 1. Print and complete the following form: Richards College Internship and Experiential Learning Information Form.
- 2. Obtain a letter and an official job description from the employer, describing and verifying the internship employment and signed by a representative of the employer; (*Internship credit will not normally be given for a position where a student is currently employed and is not gaining any new knowledge, skills or abilities.*)
- 3. Submit the form, the employer letter and official job description to the department chairperson of your major for review and approval;
- 4. Following approval by the chair, the student will identify a faculty sponsor to direct the internship and who will specify the academic deliverables for successful completion;
- 5. The faculty sponsor will complete the Internship Credit Form (<u>UWG Independent Study, Directed Readings,</u> Internship and Variable Credit Form), which will be included in the application packet.
- 6. The student should submit all required application forms and materials to the department chair for final approval and signature. \*
- 7. After approval by the department chair, the complete packet of information should be submitted to the Richards College Dean/Designee for review and final approval (Miller Hall, Room 1208);
- 8. The final step is submitting the credit approval form (signed by the Assistant Dean) to the Registrar's Office to register the internship. *To receive academic credit, internships must be registered on or before the last day of drop/add at the beginning of the semester.*

Special Note: All internships with for-profit entities will typically be paid internships, pursuant to U.S. Department of Labor guidelines published in <u>Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act</u>.

\*For students desiring to intern with a for-profit organization at a rate below minimum wage (including unpaid) the following three forms must also be completed and included in the application packet.

Student Verification Form for Unpaid Internships with For-Profit Organizations Employer Verification Form for Unpaid Internship with For-Profit Organizations Faculty Verification Form for Unpaid Internship with For-Profit Organizations