

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 ([UWG Independent Study, Directed Readings, 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 [Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#).

*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