

Internship for Credit Application Guide

Frequently Asked Questions

Who is eligible for an internship for credit?

Students who are sophomores or above and have secured an internship offer. The internship can be paid or unpaid and must be related to your major.

How do I get credit for my internship?

Once you have secured an internship offer, you will apply for credit through Handshake. This application will have to be approved by Career Development, and then will be reviewed by your site supervisor, faculty supervisor, program mentor (previously known as faculty/academic advisor), program coordinator/division chair, and finally, the registrar. This process can take as little as one day, but it's important that you read this document thoroughly so that you have all of the components of the application. Each hour of credit requires at least 30 hours of work at the internship. You can only pursue a total of 12 credits during your time at OU. **Please note that internship credits are billed just like regular course credits.**

In order to get credit, do I just complete the internship?

There is also an assignment you have to complete at the end of the internship. There are different assignments for Hammack School of Business students and other departments.

Hammack School of Business	All other departments
<ul style="list-style-type: none"> • Paper: academic in nature (requires outside sources) <ul style="list-style-type: none"> • 1-4 credits = 5 pages • 5-8 credits = 10 pages • 9-12 credits = 15 pages • Reflective journal • Presentation <ul style="list-style-type: none"> • Summer intern → present 2nd week of fall • Fall intern → present last week of classes • Spring intern → present as part of LASS 	<ul style="list-style-type: none"> • Paper <ul style="list-style-type: none"> • Every credit you pursue = 5 pages of content (1 credit → 5 pages, 2 credits → 10 pages, etc.)

Definitions:

Division Chair/Program Coordinator: The faculty member that is in charge of your major's division. This information can be found at www.oglethorpe.edu/faculty/

Faculty Supervisor: This is a faculty member that is supervising internship experiences related to your major/area of study. This may be the same person as you program mentor but is not always.

Site Supervisor: Your direct supervisor at your internship. This person works for the organization you are interning with.

Program Mentor/Faculty Advisor: This is a faculty member that acts as an advisor for your major/area of study. This is DIFFERENT from your Student Success advisor.

Steps to Apply for Credit

1. Speak with your **faculty supervisor** to have your paper topic and objectives approved. You **MUST** do this before starting your application. If you don't know who your faculty supervisor is, contact your department program chair.
2. Send the internship site agreement to your site supervisor to complete and sign.
3. Apply for credit on Handshake.
 - a. Navigate to Career Center on the Handshake Homepage
 - b. Click Experiences
 - c. Click Submit an Experience
 - i. Ensure that you click the correct term and experience type for your internship
 - ii. Pay attention to the question about work authorization and ensure that you answer accurately
4. Once you have submitted the general application, go back to the Experience and add the following:
 - a. Attach your updated resume and signed site agreement
 - b. Fill out your 3-5 learning objectives
5. Be sure to check your Oglethorpe email for updates on the approval process. **It is your responsibility to keep up with any requested changes, updates, or notes from the registrar.** Even after you have received your final approval email, please check Oasis to ensure that you have been enrolled for the amount of credits you expected.

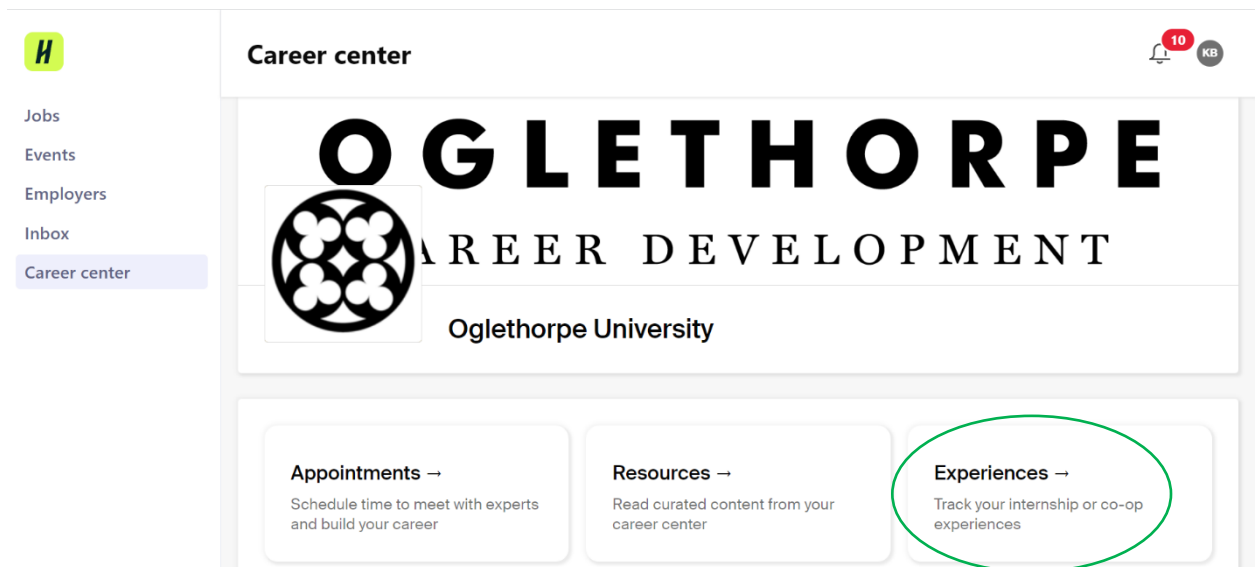
Visual Guide to Handshake Application

3. Applying for credit on Handshake.

- a. Navigate to Career Center on the Handshake Homepage



- b. Click Experiences



c. Click Submit an Experience

The screenshot shows a web interface with a sidebar on the left containing a green 'H' logo and navigation links: Jobs, Events, Employers, Inbox, and Career center (highlighted). The main content area has a header with 'Experiences' and 'Submit an Experience' tabs. Below the tabs is a table with one row of experience data. The table columns are: ORGANIZATION (Test), SUPERVISOR / HR CONTACT (Not Specified), EXPERIENCE TITLE (test), and EXPERIENCE TYPE. A 'View Details' button is located below the first two columns. A 'Submit an Experience' button is located below the last two columns and is circled in green. In the top right corner, there is a notification bell icon with a red '10' and a 'KB' icon. The word 'Approved' is displayed in green text in the top right of the table area.

i. Ensure that you click the correct term and experience type for your internship

The screenshot shows the 'Submit an Experience' page with the 'Details' section expanded. The sidebar is the same as in the previous screenshot. The 'Details' section contains two dropdown menus: '* Experience template' with the text 'Select a template' and '* Term' with the text 'Select a term'. Both dropdown menus are circled in green. Below the 'Details' section is the 'Organization' section, which contains a dropdown menu labeled '* Organization' with the text 'Type the organization name for your experience or choose from the list'. The top right corner shows the same notification bell icon with a red '10' and 'KB' icon.

- ii. Pay attention to the question about work authorization and ensure that you answer accurately

The screenshot shows a web application interface with a sidebar on the left containing a green 'H' logo and menu items: Jobs, Events, Employers, Inbox, and Career center. The main content area contains a form with several questions. A green oval highlights the first question: '* Do you currently have unrestricted employment authorization that will allow you to work with any employer in the U.S. (including the employer offering you the internship)? (Students holding U.S. Citizenship, U.S. Permanent Residency or who USCIS has authorized unrestricted work in the form of an Employment Authorization Document (EAD) can answer YES)'. Below this question are two radio button options: 'Yes' and 'No'. Other questions in the form include: '* Are you seeking academic credit? (Note: You are responsible for tuition and fees associated with the number of credits you pursue.)' with 'Yes' and 'No' radio buttons; '* List the internship course name and number (For Example: COM 495. Consult with your Academic Advisor for this information).' with a text input field; and '* How many credits are you seeking? If seeking credit you must pursue at least 1 credit and no more than 12 credits.' with a text input field. In the top right corner, there is a notification bell icon with a red '10' and a 'KB' icon.

4. Once you have submitted the general application, go back to the experience and add the following:

- a. Attach your updated resume **and** signed site agreement
- b. Fill out your 3-5 learning objectives

The screenshot shows a web application interface for an internship experience. The sidebar on the left has the same 'H' logo and menu items as the previous screenshot. The main content area has a top navigation bar with 'Overview' and 'Evaluations'. Below this is a sub-navigation bar with 'Details', 'Comments and Activity', and 'Learning Objectives'. The 'Learning Objectives' tab is highlighted with a green oval and labeled 'b.'. The 'Learning Objectives' section contains a '+ Add a Learning Objective' button and a paragraph of text: 'Learning objectives may be edited until the school, employer and student have all approved them. At that point they will be locked in place. They will still be able to be marked as complete after they have been locked. If you need to make changes after these have been locked down, please contact your career center'. Below this section is a blue button labeled 'New Attachment', which is circled in green and labeled 'a.'. In the top right corner, there is a notification bell icon with a red '10' and a 'KB' icon.