INTERNSHIP FOR CREDIT STUDENT GUIDELINES & FAQs

Internships for Credit must link the theoretical/conceptual frameworks provided by an F&M academic discipline with the practical application of this knowledge. The practical application is the internship. The theoretical framework is an Educational Plan, which is developed in conjunction with a faculty sponsor.

Steps for Completing an Internship for Credit

Step 1

START EARLY and find an internship.

- Use F&MConnects
- Network with alumni, family, friends, and faculty.
- Meet with your Student Development Adviser in the Office of Student & Post-Graduate Development.
- Build relationships with organizations of interest.

Step 2

After you have received an internship offer, find a faculty member to serve as sponsor. Discuss your internship interests with the faculty member. Be ready with a draft of an Educational Plan—faculty may be more likely to agree to sponsor you if you can show you’ve thought about the project ahead of time.

An Educational Plan includes:

- A description of the proposed project, paper or performance, which will serve as the link between the practical application of the internship and the conceptual and theoretical ideas that exist in relevant disciplines.
- A bibliography of related readings to provide theoretical support for the experience.

NOTE: A sample Educational Plan is located after the FAQs for your reference.

Step 3

Download an Internship for Credit application online by visiting the Office of Student & Post-Graduate Development website or [http://www.fandm.edu/student-and-post-graduate-development/students/jobs-internships/internships-for-credit](http://www.fandm.edu/student-and-post-graduate-development/students/jobs-internships/internships-for-credit)
The Office of Student & Post-Graduate Development strongly suggests allowing 2-3 weeks to complete the application process.

Ensure completion of the following:

- **Student Section**
- **Employer Section** including the signature of your Internship Supervisor. Your supervisor must supply the following:
  - The number of hours per week you will work at the internship site;
  - Duration of the internship; and
  - Position description.

**NOTE:** The Director of Employer Partnerships may disqualify an internship employer if, in his or her professional judgment, some question exists about the quality, content, safety, or legitimacy of an internship employer. In this case the student may appeal the decision to the Associate Vice President for Student & Post-Graduate Development.

- **Faculty Section** including the course registration information, signatures of you, your faculty sponsor, your faculty sponsor’s department chair and your academic advisor. The frequency and method of your communication must also be indicated.
- **Educational Plan** which you will attach to the application.

**Step 4**

Upon completion of your Internship for Credit application form, bring it to the Office of Student & Post-Graduate Development for signatures acknowledging its completion from your Student Development Adviser and the Director of Employer Partnerships. Expect to leave your application at OSPGD for approximately 24 hours. You will be notified when it has been signed and ready for you to pick it back up.

**Step 5**

Take the original application to the Registrar’s Office.

**Step 6**

Internship Supervisors should complete the Internship Supervisor Evaluation Form, located online at [http://www.fandm.edu/student-and-post-graduate-development/students/jobs-internships/internships-for-credit](http://www.fandm.edu/student-and-post-graduate-development/students/jobs-internships/internships-for-credit). It is the student’s responsibility to ask that employers return the evaluation form to their faculty sponsor two weeks prior to the end of the semester via email or hard copy.

**Step 7**

Upon completion of the internship your faculty sponsor will issue a PASS/NO PASS. Your faculty sponsor may base his/her decision in part on your Internship Supervisor’s input but the most important element in credit determination will be those items specified on the Educational Plan.
Frequently Asked Questions (FAQs)

Who may apply for internships?

- Sophomores, Juniors, or Seniors with a cumulative GPA of 2.5 or above are eligible.
- Students whose GPA is less than 2.5 may petition for an exception. For information please contact the Office of College House Administration and Student Academic Affairs.

What internship experiences are eligible for academic credit?

- Internships must take place at off-campus organizations.
- Since all Internships-for-Credit are graded on a Pass/No Pass basis, credit earned for passing an Internship cannot count toward a major or minor.
- Internships that are embedded in off-campus study programs that have already been approved by the College (e.g., study abroad programs or the Washington Semester program) may also receive credit for internships at the discretion of the relevant department or program.

How do I find an internship?

- Log-on to F&MConnects and browse postings in the system.
- Identify and contact local organizations to discuss creating your own internship. A directory of local organizations is available through the Lancaster Chamber of Commerce’s website.
- Network with alumni, family, friends, and faculty.
- Meet with your Student Development Adviser.
- Build relationships with organizations of interest.

In the past, what duties have been assigned to students during their internships?

- All types of experiences may accompany your internship. For example, F&M students have:
  - Accompanied attorneys to court to learn about legal proceedings.
  - Served as an educational ambassador at a public zoo.
  - Assisted in the management of the customer relations database of a professional baseball team.
  - Devised lesson plans and instructed students at an inner-city elementary school.
  - Developed ideas for promotions and contests for a weekly women’s magazine.
  - Assisted producers and filled-in as associate producer for the noon news telecast at a major market television station.
  - Aided brokers in preparing seminars and client presentations at a large financial institution.

Is there an approved list of internships?

- There is no approved list of internships. Internship employers are approved at the discretion of your faculty sponsor.
- The Director of Employer Partnerships may disqualify an internship employer if, in his or
her professional judgment, some question exists about the quality, content, safety, or legitimacy of an internship employer. In this case the student may appeal the decision to the Associate Vice President for Student & Post-Graduate Development.

**Can an F&M professional staff member serve as my faculty sponsor?**

- No. Because the faculty sponsor is required to develop the educational component of the internship with the student, only an F&M faculty member can serve as your sponsor.

**Must the faculty members signing my application be associated with my major?**

- No. Your academic advisor is the only faculty member that must be connected to your major. Your faculty sponsor and his/her department chair do not.

**What should I do if I’m off-campus and can’t personally visit faculty members for their signatures?**

- If a signature cannot be obtained from either your faculty sponsor, the faculty sponsor’s department chair or your academic advisor, an e-mail to your Student Development Adviser from that faculty member (an electronic signature) stating their role and approval is acceptable.

**If I am paid for my internship, can I still receive credit?**

- Yes! If your employer pays you for your work, it has no bearing on your ability to receive credit.

**When may internships occur?**

- Internships may occur during the academic year or summer. Summer internships are approved only if they allow for regular consultations with a faculty sponsor. Consultation may take place by e-mail or telephone where necessary. Note that credit obtained over the summer requires payment.

**Which course ID number should I use on my Internship-for-Credit application?**

- IFC 299 - 200 level course equivalent - Sophomores
- IFC 399 - 300 level course equivalent - Juniors
- IFC 499 - 400 level course equivalent – Seniors

**How many credits may be given for internship experiences?**

- A student may receive one-half, one, or two course credits for an Internship for Credit, depending on the time commitment per week or the length of the project. Two-course-credit Internships occur over two consecutive semesters or an entire summer and an adjoining semester (the summer counts as one semester). A one-course-credit Internship must involve a minimum of 96 hours for the semester. A one-half-course-credit Internship
must involve working 48-95 hours for the semester. Almost all summer Internships-for-Credit are half-time or full-time over 10–12 weeks.

- Only two course credits from Internships may count toward the completion of graduation requirements.

When is the deadline for an Internship for Credit application?

- Applications are due by the add/drop deadline of the semester during which the internship takes place. Note that there are two summer add/drop deadlines which correlate with the two summer sessions. You may choose to enroll in either of the two summer sessions when completing a summer Internship for Credit.
- Exceptions to the Internship for Credit deadlines can only be made by the Registrar’s Office and the Office of College House Administration and Student Academic Affairs.
- During the summer, submission of your Internship for Credit application after the second add/drop deadline has passed will result in a $100 late fee.

Why must I pay tuition for a summer Internship for Credit when I don’t in the fall or spring?

- Annual tuition fees cover the fall and spring semesters but do not include any summer courses, including an Internship for Credit.
- Summer tuition fees cover payment to the faculty for supervising the internship as well as administrative costs.
- Summer tuition fees will be charged as follows:
  - One credit - 50% of a regular summer school course (Price for the Summer of 2014 is $1,513)
  - Half Credit - 25% of a regular summer school course (Price for the Summer of 2014 is $747).

Can I register for a summer Internship for Credit and be invoiced later for the tuition fee?

- Yes. After you submit the completed application to the Registrar’s Office, you will be billed by the Business Office like the Fall or Spring semesters.

Can I get credit for an internship retroactively?

- It is possible to get credit assigned for an internship by petitioning the Committee on Academic Status. Petition forms are available in both the Office of the Registrar and the Office of College House Administration (623 College Avenue). You should explain why you did not meet the proper deadlines and why the Committee should grant the petition. It is strongly suggested that you locate a faculty member who agrees to sponsor your retroactive academic work, and states his or her support in your petition. NOTE: If you petition for credit for a summer internship, you will have to pay tuition as per credit level of the internship and a late registration fee.

Sample Internship-For-Credit Educational Plan
Overview
Student X will be working in the business development office of a professional sports team under the direction of his internship supervisor. He will be working closely with both the Marketing and Sales teams and will primarily be using the data collected from ticket and merchandise sales, processing and analyzing it, for the purpose of the creation of marketing campaigns.

Learning Objectives Aside from gaining on-the-job experience that will be useful in a post-graduation setting, there are several key ideas that Student X will be looking to immerse himself in.

1. The microeconomic theory that is involved with the way that the professional sports team does things such as setting prices and promotions on ticket and merchandise sales.
2. The ways in which sports represents a possible divergence from said economic thought due to unique geographical boundaries and customer loyalty.
3. The ways in which sports marketing deviates from traditional marketing techniques for the aforementioned reasons.

General Requirements

- Weekly contact via email, explaining the activities of the previous week and reflections on what could be the reactions from an Economic perspective.
- Selected readings from the below list at dates to be determined by Professor W and Student X trying to keep in step with challenges and facets of the business development that he is encountering.
- A paper of length to be determined at the end of the summer regarding what Student X has learned on the job and how it pertains to both the readings that he has encountered and the conversations regarding economics that he has had with Professor W.

Reading List

- *Sports Marketing (Global Marketing Perspectives)*. Howard Schlossberg.
- *Sports Economics*. Rodney D. Fort