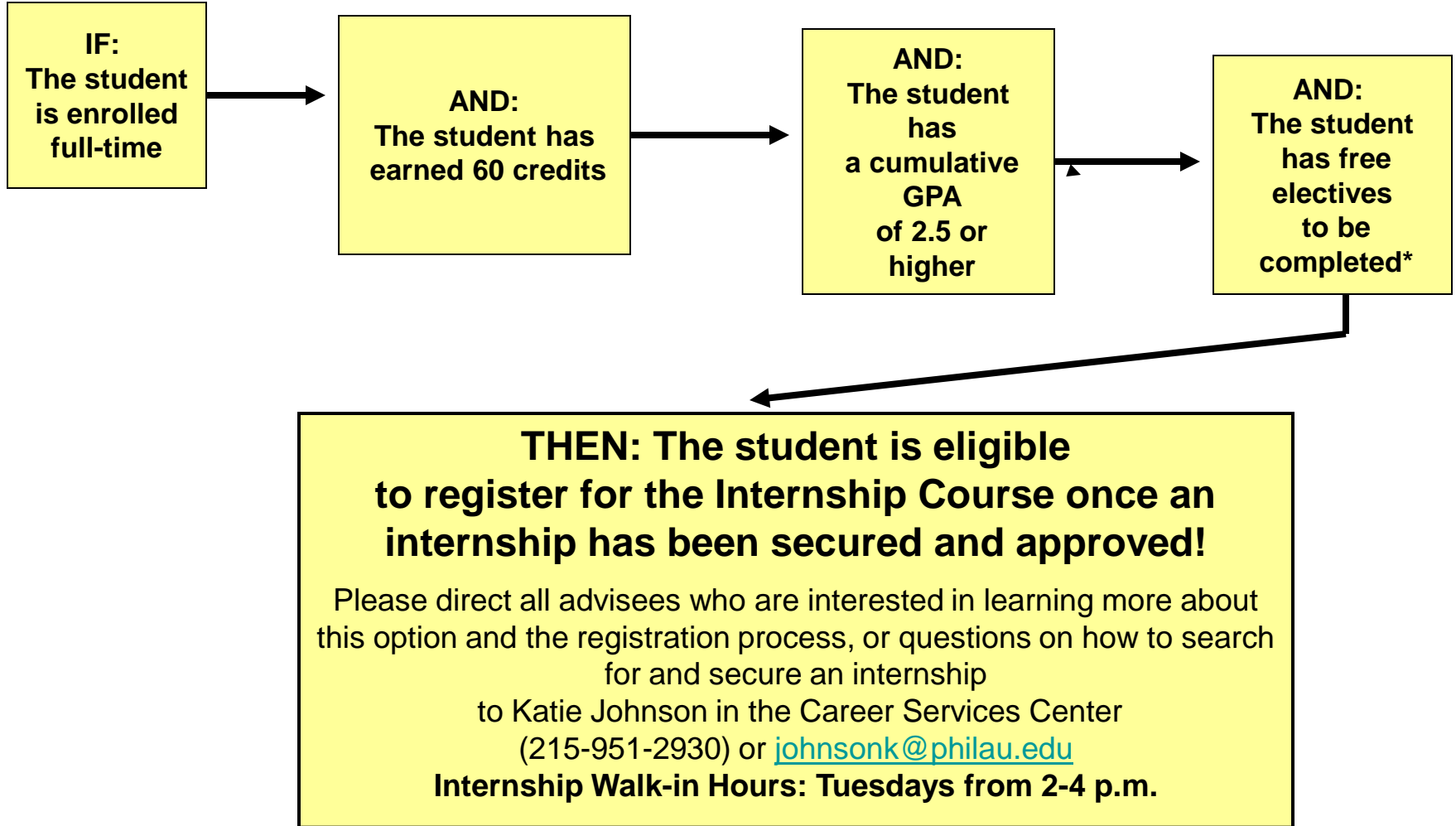


# Undergraduate Internship Course Advising - Guidelines

*For students in the School of Liberal Arts*

(LARTS 493)



\* Students can still pursue the Transcript-notation internship course option if they have no free electives remaining for an \$90 processing fee. (See Reverse)

## Undergraduate Internship Course Advising - Additional Information

*For students in the School of Liberal Arts*

### **For Additional Information on Academic Internships**

Students and advisors are both encouraged to review the information listed at:

[http://www.philau.edu/career/students/internship\\_program.html](http://www.philau.edu/career/students/internship_program.html)

**To be registered for the internship course**, students must submit all internship registration paperwork, which can be obtained from Career Services, no later than the **last day to add classes** for the semester in which they are planning to intern and take the internship course.

**Students searching for internships** are encouraged to contact Career Services (215-951-2030 or [careerservices@philau.edu](mailto:careerservices@philau.edu)) to schedule an appointment with Katie Johnson, or stop by internship walk-ins on Tuesdays from 2-4 p.m.

**Appeal Process:** Students who do not meet one or more of the minimum eligibility requirements for an academic internship listed on the reverse side can submit a written appeal to their faculty internship advisor and/or academic Dean. Students should contact Katie Johnson ([johnsonk@philau.edu](mailto:johnsonk@philau.edu)) to understand the appeal process and further details.

#### **3-credit Internship Course:**

- Students must complete a minimum of 144 hours of employment at the internship site during the semester.

#### **6-credit Internship Course:**

- Students must complete a minimum of 420 hours of employment at the internship site during the semester.

#### **Transcript-notation course:**

- Students must complete a minimum of 144 hours of employment at the internship site during the semester.

*(Note: Students can earn up to 6 credits for the internship course)*

#### **All academic internships will be reviewed for approval based on the following:**

- Opportunity to apply learned classroom skills and/or relevance to career pursuits.
- Opportunity to develop and/or sharpen key professional skills in a professional work environment.
- Mentored or supervised by a professional in the field.
- Involvement in meaningful and challenging projects.
- Exposure to the company's business units and initiatives.