FREQUENTLY ASKED QUESTIONS

- **What is the first step to take to prepare for an internship?** If you’re ready to start looking for an internship, the first thing to do is get your resume ready and make sure it’s up to date. Make an appointment with Career Services by calling 215-951-2930, or visit during walk-in hours, to have your resume reviewed and to discuss your internship search strategy. Walk-in Hours: Mondays / Wednesdays / Fridays: 10 am - 1 pm; Tuesdays / Thursdays: 2 pm - 4 pm.

- **When is the best time to do an internship?** We typically recommend students intern in their junior or senior years, although some students are able to secure internships earlier. The summer between junior and senior year tends to be the most popular time to intern. Most employers are looking for interns who have taken two or more years’ worth of courses so that the student has some knowledge of the major and career field. Additionally, students report that they had much better experiences as interns in the junior or senior year, because they had obtained more relevant knowledge and could make more impactful contributions.

- **What are the requirements to register for an academic internship?** To complete an academic internship, you must meet certain requirements. For undergraduate day students in four-year Bachelor of Science programs, students must have completed 60 credits and have a GPA of 2.5 or higher before starting the internship. Students in five-year programs, such as Architecture, should have 90 credits completed and a GPA of 2.5 or higher. Graduate students (in programs with internships administered by Career Services) must be in good academic standing within their program. All undergraduate and graduate students are encouraged to meet with their academic advisors to determine eligibility. Additionally, the internship opportunity must be related to the student’s major and/or career goals. *If a student does not meet the eligibility requirements they can contact Career Services to discuss the appeal process for waiving these requirements.*

- **Can I do an internship if I am an International student?** International students on F-1 visas can gain experience in their field of study through Curricular Practical Training (CPT) which for our purposes, is an internship. CPT allows undergraduate and graduate international students to work in an internship during their academic experiences as part of their curriculum. Requirements of CPT include that the student be eligible for and register to earn academic credit in relation to the internship. It is strongly recommended that students interested in participating in CPT meet with their academic advisor to determine how an internship course can fit into their schedule and to begin their internship search one to two semesters before expecting to work. For additional information about CPT students should contact Hannah Bar-Giora, Director of International Student Programs, [http://www.philau.edu/internationalservices/](http://www.philau.edu/internationalservices/)

- **How do internship credits count towards my degree?** Most academic programs at Philadelphia University count credit-bearing internship courses as Free Electives in the student’s requirements for graduation. All students are encouraged to consult with their academic advisor to understand how an internship for credit fits into their degree program.

- **What are my credit options and how many hours per week do I need to work at an internship?**
  - **0.5 Credit Internship:** Students must complete 144 hours at the internship over the course of the semester (at least 12 weeks in length).
  - **3 Credit Internship:** Students must complete 144 hours at the internship over the course of the semester (at least 12 weeks in length).
  - **6 Credit Internship:** Students must complete 288 hours at the internship over the course of the
semester (at least 12 weeks in length). *This option is only available to undergraduate students.*

- **Do I register myself for the Internship course in WebAdvisor?** Students do not register themselves for the internship course in WebAdvisor. Career Services manages the course registration and submits final and approved internship paperwork to the Registrar’s Office on behalf of the student. It is very important to submit all internship paperwork before or by the deadlines to guarantee registration in the internship course.

- **Are there tuition costs associated with registering an internship for academic credit?**
  - **Undergraduate Students** – During the fall and spring semesters, internship course registration is included in your tuition costs if your course load is at or below 18.5. Overload charges will apply if an undergraduate student’s course load is more than 18.5 credits. Registration for any credit-bearing internship course during the summer semester requires payment of summer tuition charges based on the number of credits for which the internship is registered. Contact the Student Accounts Office for more information, [http://www.philau.edu/studentaccounts/tuitionAndFees/index.html](http://www.philau.edu/studentaccounts/tuitionAndFees/index.html)
  - **Graduate Students** – Graduate registration for a credit-bearing internship course will generate tuition charges based on the number of credits for which your internship is registered. Contact the Student Accounts Office for more information, [http://www.philau.edu/studentaccounts/tuitionAndFees/index.html](http://www.philau.edu/studentaccounts/tuitionAndFees/index.html)

- **How do I find an internship?** There are many resources available to find an internship. The Career Services Center is a great place to start and you can schedule a one-on-one meeting to discuss your internship search strategy. We also maintain connections with many companies and post internship listings directly from employers which specifically seek Philadelphia University students. These internship postings and other job listings are housed in the HirePhilaU system, where all current students currently have an account and can view postings. To access HirePhilaU, visit the Career Services website ([www.philau.edu/careerservices](http://www.philau.edu/careerservices)) and click into the “For Students” section of HirePhilaU. You will be prompted to log in with your WebAdvisor information. If we don’t have an active internship listing that matches your interest, we’ll provide the tools to help you research and connect with other employers that may be a good fit.

- **What qualities make a good internship?** A good internship, especially one that may be counted for academic credit, should offer: a professional experience that aligns with your career goals, supervision by a professional in the field, and the opportunity for hands-on responsibility and meaningful work. The academic internship program also requires, for registered students, that the position meets the minimum number of hours based on registered credits for at least 12 weeks.

- **What school work is involved with internships for credit?** When students enroll in the internship program with a job offer, the student is assigned a Faculty Internship Advisor from his/her major and will complete assignments from the internship syllabus over the course of the experience. Internship courses are run through Blackboard. Typical assignments may include a goal-setting assignment written in consultation with the employer, journal entries, informational interview report, final report including self-evaluation, and readings related to successful internship completion. At the conclusion of the semester, employers will be asked to evaluate the student’s overall performance, and students are also asked to evaluate their internship experience. Visit the internships for credit section of the Career Services website for sample syllabi: [http://www.philau.edu/careerservices/Internships/index.html](http://www.philau.edu/careerservices/Internships/index.html)

- **Does it matter if the internship is paid or not?** There are excellent internships available that are both paid and unpaid, and employers typically determine whether or not to pay their interns. In
many cases, a company offering an unpaid internship may require you to register for academic credit. Students should review the Career Services Center website to better understand Federal Internship Guidelines and contact the Career Services staff with any questions.

- **What is the value of doing an academic internship, rather than just on my own?** Completing an academic internship has several advantages. First, some employers require that student interns are enrolled in their University’s internship program, so your search may yield more results if you pursue an internship for credit. Next, you may be able to use one or two of your free electives to gain real hands-on experience in your field, build your professional network and lay the foundation for your career. Additionally, by working directly with a Faculty Internship Advisor and Career Services staff, you’ll be able to make a very clear connection between what you’ve been learning in the classroom and what it takes to be successful in your profession.

- **What if I want an internship outside the Philadelphia area?** Career Services has resources available for students to research companies in other cities and has worked with students in finding internships all over the United States, including Massachusetts, Washington DC, Florida, California, etc. In addition to the many connections we already have established in the greater Philadelphia region and New York City.

- **Can I do an internship abroad or while studying abroad?** International internships for academic credit are currently available to students who are already studying abroad through a Philadelphia University program at a foreign school that offers an internship option. Students who are considering this option should begin their search early and in conjunction with both the Career Services’ staff and the Study Abroad office.

- **Is housing available if I don’t live near my internship?** For students working away from home, the Career Services Center is glad to assist in identifying contacts for intern housing (where available) and to help the student identify the best sites. Many student-intern housing programs exist in larger cities, such as New York, and in some cases, the employer may be able to recommend housing or, in rarer cases, would provide accommodations as part of the internship.

- **Where can I work?** The internship search is limited only by the student’s interests and needs; Career Services can work with each student individually to identify opportunities and apply to companies of interest, across town or across the country. With Philadelphia University’s strong reputation for professional excellence, many of our students are hired by the premier companies in their fields. A list of the companies where PhilaU students have interned can be found on the Career Services website, [http://www.philau.edu/careerservices/studentSuccess.html](http://www.philau.edu/careerservices/studentSuccess.html)

- **What other resources are available to me as an intern?** Students who are completing internships both for academic credit and not for credit are welcome to attend Career Services events and workshops to continue their professional development and networking. Career Services also maintains in-depth online resources at [www.philau.edu/careerservices](http://www.philau.edu/careerservices) focused on all aspects of the career process.