INTERNSHIPS FOR CREDIT

REGISTRATION PROCESS
Please follow the steps below if you have secured or plan to secure an internship and would like to register it for academic credit. (PLEASE NOTE: You do not register yourself for an internship course through WebAdvisor).

DEADLINES TO REGISTER INTERNSHIP FOR ACADEMIC CREDIT:
- Summer 2017 – May 19, 2017
- Fall 2017 – August 29, 2017

*Several steps must be completed by the deadline including faculty review and approval…so don’t wait to begin the registration process!

**Updated 3/1/17**

Step 1: Review the Eligibility Requirements, Internship Frequently Asked Questions and the Internship Program Policies sections in this packet.

Step 2: Go to the Career Services webpage (philau.edu/career) and log into HirePhilaU using your PhilaU WebAdvisor credentials to login.

Step 3: In HirePhilaU, click on the “My Account” Tab on the left-hand side of the page; click Internships for Credit. Once in this section, complete the Internship for Credit Application form.

Step 4: After submitting the Internship for Credit Application form, the Career Services staff will review your record for eligibility. You will receive a follow-up email when your application has been reviewed indicating next steps in the registration process; ALL steps and paperwork must be completed by the last day to add a class for the semester in which you are registering.

**If you do not meet eligibility requirements, you will be notified via email.**

Step 5: When you receive the follow-up email within a few days, you will need to log back into HirePhilaU; you will click on the “My Account” Tab, then click on Internships for Credit. You will now have access to a tab called Intern. for Credit and an option to “Add New Experience.” Click on the “Add New Experience” button to enter information about your employer site and job description. Make sure to click “Submit” at the bottom of the form!

Step 6: After you have submitted all required paperwork, Career Services will email you to schedule a brief meeting to review the information submitted, go over internship course/experience requirements, and answer questions. After you have met with Career Services your internship paperwork will be sent to your supervisor on site to review and approve and then to your assigned Faculty Internship Advisor for your academic program to review and approve.

Step 7: Once employer and faculty approval is received, Career Services works with the Registrar’s Office to register you in the appropriate internship course. You will be notified via email once this has been completed.
Questions? Visit the Career Services Center in Kanbar 313 during Walk-In Hours

Mondays / Wednesdays / Fridays: 10 am - 1 pm
Tuesdays / Thursdays: 2 pm - 4 pm
Email: intern@philau.edu

ELIGIBILITY REQUIREMENTS:
If you do not meet the eligibility requirements, please contact Career Services to discuss the appeal process for waiving these requirements.

UNDERGRADUATE:
• 60 credits earned (EXCEPTION: Architecture students must have 90 credits)
• If a transfer student, at least 15 credits earned at Philadelphia University
• Minimum of 2.5 GPA (cumulative and in major)
• Internship opportunity must be related to major and/or career goals

GRADUATE*:
• Good academic standing within one’s academic program
• Internship opportunity must be related to major and/or career goals

*Students in the graduate programs listed here should register their internships according to the information in this packet. Students in all other graduate programs should speak with their program director in order to follow internship registration guidelines for their specific program.

Construction Management (36-credit program), GeoDesign, Global Fashion Enterprise, IMBA, Interior Architecture, Sustainable Design, Surface Imaging, Textile Design, Textile Engineering, User Experience and Interactive Design

• Students holding graduate assistantships must obtain internship approval prior to registration by completing the Graduate Assistant Internship Approval Form - philau.edu/careerservices/inc/documents/gradAssistantApprovalInternshipFormFall2011Interactive.pdf

INTERNATIONAL STUDENTS:
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, 215-951-2660, bargiorah@philau.edu, philau.edu/internationalservices/


Updated 3/1/17
ACADEMIC INTERNSHIP PROGRAM POLICIES

Students participating in academic internships for credit must be aware of and respect all policies as outlined in the Philadelphia University Student Handbook, as well as understand and observe the policies of their respective work sites. Violations of any policies, held by the University and/or the student’s employer, will result in sanctions being imposed as indicated in the Student Code of Conduct. In addition, students participating in academic internships must observe the following policies:

Academics
Students are expected to follow the course syllabus and to submit assignments in a timely and thorough manner. All undergraduate internship students must maintain a 2.5 grade point average (GPA) while participating in the Internship Program and graduate students must be in good academic standing within their program. Students who fail to maintain the minimum GPA or stay in good academic standing during the first internship term may be denied enrollment for a second internship term, even if the first internship was successfully completed.

Work Experience
As stated above, to ensure that the student receives proper credit for internship work, minimum employment standards must be met. Students registered in a 0.5 or 3 credit internship must work at least 12 weeks and a minimum of 144 hours during that time period, meeting both conditions. Often this amounts to an average of at least 12 hours of work per week for 12 weeks, resulting in the minimum of 144 hours of employment. Students registered in a 6 credit internship must work at least 12 weeks and a minimum of 288 hours of employment during this time period. If minimum employment standards are not met, the student may be denied credit for the Internship. All students who do not meet these standards by the end of the internship term are required to meet with the designated Faculty Internship Advisor for evaluation. Internships must involve students working in a professional setting related to their major and/or career goals under the supervision and monitoring of practicing professionals. Student work responsibilities and roles should align with those described on the Student Information Sheet and Learning Objectives portion of the Internship for Credit record in HirePhilaU, as completed by the student and approved by internship supervisor during the registration process. Should these outlined responsibilities or roles (including start dates, number of hours worked, etc.) change at any point during the internship, the student is expected to contact Career Services and their faculty internship advisor IMMEDIATELY.

Professionalism & Professional Expectations
Please remember that you not only represent yourself in professional environments, but also Philadelphia University, its faculty and staff, and other students. When searching for an internship, during the interview process, and job offer phases, it is expected that students will conduct themselves with the highest level of professionalism. This includes understanding that if you accept an offered position from an employer, it is unethical and unprofessional to accept or schedule additional interviews with other employers, continue your search for additional internship opportunities, or rescind the offer you originally accepted. By accepting a position, you are making a professional commitment to the employer, regardless of if you’ve signed a contract or accepted in writing or verbally. Failing to honor this commitment has a high likelihood of detrimental repercussions for your reputation, the employer, the college, and ultimately your future career. The Career Services Center expects students to fully consider their priorities and to accept only a position you intend to take.

When you accept an offer, you are committed to work for that employer, if you're unsure you want to accept the position or have questions about the position, do not accept the offer, but instead, ask...
for more time before making a decision, request more information, and speak with someone in career services for advice on how to proceed.

Once you have registered an internship for credit, you have further committed to this employer and position, including any learning objectives that have or will be set, based on the experience at hand. Further, once the deadline to register an internship has passed, students are not able to register internships late. It is also not possible to “swap” one employer for another, while staying enrolled in the same course, due to reasons noted above.

During the time a student is working, s/he is considered an employee of the company for which s/he works. As such, students are subject to their employer’s rules and regulations. Employers are responsible for advising students of the policies governing the company’s working conditions, hours, holidays, and any other matters concerning employment. Students are expected to conform explicitly to these rules and regulations, and are subject to the same disciplinary codes employers apply to regular employees. In addition, students may be subject to action by the University for serious violations in the workplace. At a minimum, below are some key expectations students should be prepared to comply with:

- Attendance and punctuality during agreed upon hours of work
- Acceptable performance of the technical/skills based aspects of the job
- Conforming to an employer’s dress codes
- Adhering to an employer’s personnel policies

Absence from Work
Philadelphia University has assured its internship employers that students are responsible and their work attendance will be regular and punctual. Students must notify their employers promptly in case of illness or other emergencies requiring them to be absent from work. It is also at the employer’s discretion to allow the student to take vacation time. Internship students are expected to adhere to the holiday schedules of their internship employers, rather than the University’s (should they be different) when they are working. If the student is ill or absent from work for a prolonged period of time (5 or more days), s/he must report that absence to the Career Services Center. In the event that an extended absence from work does not allow the student to complete the minimum hour and week requirements of the program, the student must meet with the Faculty Internship Advisor for evaluation of the individual situation.

Resignation/Termination
It is not recommended that students resign early from their internship positions. If there are extenuating circumstances which cause a student to consider this, s/he should speak with someone in Career Services about options and next steps. Students who resign from their internship positions prior to the end of the academic term or are for any reason terminated from their Internship employment must IMMEDIATELY inform the Career Services Center and the Faculty Internship Advisor. Just as when withdrawing from other courses, in order to withdraw from the internship course, students must follow the withdrawal from a course process:

“Students may drop a course with no notation on the transcript if the drop is completed before “last day to drop without ‘W’ grade” deadline on the Academic Calendar. After the “last day to drop without W grade,” a student may withdraw from a course prior to or on the “last day to withdraw from a course” (see Academic Calendar). When a student withdraws from a course, a “W” will appear on the transcript for that course, and this will affect the student’s Academic Standing. To withdraw from a course, students
must submit a signed Course Withdrawal form to the University Registrar. Forms may be found online at the Registrar’s website: http://www.philau.edu/registrar.

If the student officially withdraws after the “last day to withdraw from a course,” a “WF” will appear in the transcript and affect the student’s GPA calculations and Academic Standing. If the student fails to officially withdraw from a course before the “last day to withdraw from a course,” a grade of “F” will appear on his/her transcript and affect the student’s GPA calculations and Academic Standing.

Specific deadlines for dropping special accelerated courses or summer session courses are published in the Academic Calendar by the University Registrar. These deadlines will determine the drop period for summer sessions.

In exceptional cases a student may request special permission from the Director of the Academic Success Center to drop a course after the “last day to withdraw from a course” deadline. In such cases a grade of “W” will appear on the transcript for that course, and this will affect the student’s Academic Standing.

Please note that in determining appropriate grading, full or partial credit, and possible repercussions from resigning/being terminated from an internship, Career Services and the Faculty Internship Advisor will partner to decide, through discussion with the student and employer, appropriate outcomes.

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/

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

**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

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) 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.