

# Getting Credit for your Internship Experience

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Academic credit is possible for some internships. Here are the basic requirements:

## **STUDENT & FOR-CREDIT INTERNSHIP REQUIREMENTS**

*All credit decisions come from your academic department not the Career and Professional Development office. Requirements for internship credit vary by academic departments.*

Basic requirements usually include:

- Currently enrolled student in good academic standing
- Sophomore or greater in classification
- 2.5 Or higher GPA.

Also, the internship job descriptions must meet the following criteria as determined by the National Association of Colleges & Employers (NACE).

***\*To ensure that an experience is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:***

- 1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.*
- 2. The skills or knowledge learned must be transferable to other employment settings.*
- 3. The experience has a defined beginning and end, and a job description with desired qualifications.*
- 4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.*
- 5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.*
- 6. There is routine feedback by the experienced supervisor.*
- 7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.*

*If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.*

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Other factors academic departments use to determine credit eligibility include:

- If the job description and learning goals connect with your major.
- If the internship provides new learning opportunities.
- If you are supervised by an experienced professional in the field.
- If credit is given the semester the work is done.
- If you currently work for the internship employer. Usually no academic internship credit is given for an existing job. If you propose an internship with your current employer, the internship must be a new learning experience completely different from your existing job.
- The number of hours you will work. Internships usually include a minimum of 120 hours of professional duties over the course of the semester.
- If the internship is at a home-based business. Usually these internships are not eligible.
- If the internship is a virtual internship. Usually these internships are not eligible.
- If you take an overload during the semester you receive internship credit. Many departments don't allow overload schedules that include an internship.
- If you have a guaranteed full-time position at the conclusion of the internship. Typically, academic credit is not given for full-time positions where employment is expected to continue after the internship.

**Ultimately, your academic department determines if an experience qualifies for credit and the above criteria are simply a starting point for making this determination.**

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## INTERNSHIP CREDIT REQUEST PROCESS

1. **Secure an internship offer.** Internships can be found through Career and Professional Development resources or a student's own search.
  - a. Career and Professional Development regularly offers a "How to Find an Internship" workshop.
    - i. Search "Events" on Handshake for the workshop schedule
    - ii. ONLINE VERSION- [How to Find an Internship Workshop](#)
  - b. They also offer career fairs, assistance with resumes and interviewing, and access to Handshake a free database with internship listings. Learn more about all Career and Professional Development offers [here](#).

Contact Career and Professional Development with questions—  
CC 113 in the Student Success Center, (806) 651-2345, [wtcareer@wtamu.edu](mailto:wtcareer@wtamu.edu)

2. **Check with your academic advisor to make sure you have room on your degree plan for internship credit.** Internship courses are usually elective credit courses. Make sure there is room in your degree plan for it. You don't want to pay for a course that doesn't help you graduate!

3. **Complete a "Credit Proposal / Learning Agreement Form" together with your employer.**

This form is online [here](#). Expand the Forms & Resources section. Complete this fillable Word document and save electronically.

Faculty ultimately decides whether a position qualifies for academic credit. Please see “**Student & For-Credit Internship Requirements**” section above.

4. **Submit completed "Credit Proposal / Learning Agreement" directly to the Career and Professional Development Office:**

Steve Sellars  
 ssellars@wtamu.edu or wtcareer@wtamu.edu  
 (806) 651-2345  
 Classroom Center 113 in the Student Success Center

Our staff contacts your employer to verify internship details. The proposal is then sent to the appropriate faculty member for consideration.

5. **If approved, the student and the faculty coordinator meet to review the internship syllabus.** If the student agrees with the terms of the syllabus, faculty register the student in the course. Students can’t enroll in an internship course themselves. Faculty must do it for them.

Students pay tuition for the internship course just like any other course. However, there is no set class time throughout the semester. Students submit outlined academic deliverables during and at the end of the semester for grade consideration.

*\*Please note that not all internship proposals are approved. Please have a "Plan B" in place in case your internship is not approved for academic credit.*

6. **The faculty submits a grade for the student at the end of the semester.** The grading policy is outlined in the syllabus.

\*These are general guidelines and individual departments may have a different process. Contact Career and Professional Development with any questions you have.

Career and Professional Development  
 Classroom Center (CC) 113 in the Student Success Center  
 (806) 651-2345 \* [wtcareer@wtamu.edu](mailto:wtcareer@wtamu.edu)  
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