Colgate students may be eligible to receive internship credit when the procurement of an internship is absolutely conditional (i.e. non-negotiable) upon the student receiving credit from his/her college or university.

All of the following criteria must be met for a student to enroll for Colgate’s internship credit:

- The internship must require academic credit as a condition of hiring.
- The student must complete a minimum of 120 hours of work in this specific internship.
- The student must be matriculated at Colgate and have completed a minimum of one semester, but has not yet graduated.
- The student must be accepted into the internship credit program before beginning the internship; This credit will not be applied retroactively.

Internship credit will be reflected, along with a student’s grade, on Colgate University’s official transcript. To enroll for internship credit all application materials must be submitted to Career Services at least 5 business days prior to the start of the internship.

As part of Colgate’s internship credit program, Career Services will monitor the completion of all assignments that Colgate requires of our students. These include two informational interview synopses and a final report. The student’s on-site supervisor will be required to submit a written performance evaluation and to verify that at least 120 hours of work was completed. These components form the basis for the student’s final grade.

Colgate’s internship credit is administered through the Center for Career Services. Please direct any questions to:

Shauna Hirshfield, Internship Coordinator  OR  Debbie Bolton, Program Coordinator
shirshfield@colgate.edu  dbolton@colgate.edu
315-228-7380  315-228-7380

13 Oak Drive, Hamilton NY 13346  315-228-7380  Fax: 315-228-7178  Website: www.colgate.edu/careerservices