**COLGATE UNIVERSITY CAREER SERVICES**

**Internship Credit Student Application Packet**

Colgate students may be eligible to receive internship credit when accepting of an internship is absolutely conditional (i.e., non-negotiable) upon the student receiving credit from the University.

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

* The internship must **require** academiccredit 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 may not have graduated.
* The student must be accepted into the internship credit program before beginning the internship: This credit will not be applied retroactively.

Students will be graded on a Pass/Fail basis. Internship credit carries .05 course credits, and will be reflected, along with a student’s grade, on Colgate University’s official transcript. **Internship credit may not apply toward the requirements of a Colgate degree.** Students are eligible to enroll for a maximum of four unique internship credits. There is no fee associated with earning internship credit.

Students should complete the Internship Credit application only after receiving an internship offer from an employer. **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**. ***It is strongly suggested that applications are submitted as soon as the internship is secured.*** Career Services will then issue a letter confirming the student’s enrollment to the employer and the student

If the internship sponsor (i.e. employer) requires a written statement regarding Colgate’s internship credit policy prior to an offer being extended, the student should correspond with Career Services as soon as possible.

**Questions?** Please email internship@colgate.edu or schedule an advising appointment [www.colgate.edu/ccsadvising](file:///%5C%5Cfileshr01.colgate.edu%5Cccs%24%5CINTERNSHIPS%5C1.%20INTERNSHIP%20CREDIT%20PROGRAM%20MATERIALS%5CICP%20Summer%202021%5Cwww.colgate.edu%5Cccsadvising).

**Internship Credit Application- Information Needed**

([ICP Applications should be completed online](https://docs.google.com/forms/d/e/1FAIpQLSfecy2-Rjx6RkpX74Q-54JkK0M39vqIRveSJLeh1LNDtYEzKg/viewform?usp=sf_link))

**Please have the following information available to complete the online form:**

[ ]  Company/Organization Name

[ ]  Department

[ ]  Hours per week

[ ]  Start date and end date of the experience

[ ]  Supervisor’s name, title, and contact information

[ ]  Name and contact information of the individual to whom your enrollment letter should be sent if different from your supervisor

**Please have the following items available to upload to the online application:**

[ ]  A copy of the job description and internship sponsor’s statement requiring credit for the internship.

[ ]  A copy of the internship offer.

[ ]  Proposal outlining your learning objectives for the internship (below).

**Internship Credit Learning Objectives Proposal**

In 750-1000 words, describe your objectives for the internship. You may need to communicate with your supervisor prior to completing this proposal. Please address:

* From your understanding of the internship describe your main responsibilities.
* What existing skills, experience or knowledge will help you succeed at this internship?
* What would you like to learn from this experience? How do you plan to achieve your learning

 objectives?

* What are two ways that you plan to challenge yourself this summer?
* In your view, how does this internship align with your academic and future career goals.

**ICP Assignments**

All assignments, with complete descriptions, will be available on Moodle. Deadlines for each term will be communicated upon enrollment.

**1) Final report**

Students will complete a 350 word synopsis of the main achievements of their internship experience, including a self-evaluation of performance and achievement of the objectives (proposed learning objectives).

**2) Two informational interviews and reports**

Conduct two informational interviews with a professional in your career field of interest who can provide your insight into their work or professional path.

**3) Final evaluation by on-site internship supervisor**

Supervisors are asked to complete a one page supervisor evaluation reflecting on the student’s contributions and recommending areas for continued growth. Completed evaluation forms should be emailed to internship@colgate.edu.