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# Office of Academic Advising

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## ACADEMIC INTERNSHIPS

### What is an academic internship?

Many majors offer or require an academic internship. This is a “ form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting.”<sup>1</sup>

### Characteristics of academic internships at KWC

- Essentially, it's work experience where you practice what you've been learning in the classroom.
- Generally, it's done off campus with an organization in the KWC community or your home community.
- You receive academic credit for your work, from 1-4 (sometimes more) credit hours.
- You can do an internship during the fall or spring semester or during the summer.
  - If in fall or spring, it's generally included in your tuition and counts in your semester load.
  - If in summer, financial may not apply. Always check with the Office of Financial Aid ([finaid@kwc.edu](mailto:finaid@kwc.edu)).

### How much do I work?

Credit-bearing internships have 2 specific requirements for time and duration.

1. Complete the internship during the semester (excluding final exam week in fall and spring). In fall and spring, you have about 14 weeks, but in the summer, you must finish the internship in 7 weeks (in either the first or second term).
2. You must work 40 actual hours for each credit hour. So, a 3-credit internship requires 120 hours of work time. Work includes any paperwork at your site as well orientations and meetings with site supervisors.

### How do I sign up for an academic internship?

- Meet with your academic advisor to discuss when and where you will do your internship. You can also meet with faculty who may have contacts or ideas for you.
- Contact the site to make sure they'll take an intern. Talk with the person who will supervise you or your immediate supervisor. You'll need their contact information for the internship application.
- Work with your site to develop a job title and description (1-2 sentences). You'll also need 3 learning outcomes (or objectives). These should be specific things you will learn or practice while working. The description will be a general summary of your job.
- Read the information and instructions on internships from Career Services<sup>2</sup>. Use the forms provided as worksheets to make sure you have everything you need.
- Complete the application in Handshake<sup>3</sup>, the internship and job system run by Career Services.
- Once you submit your application, it will be reviewed and if approved, the Registrar will add the Internship to your course schedule, and it will appear in your Student Portal.

### What other requirements are there?

This depends on your major and your faculty internship supervisor. Some may ask you to keep a log or a journal. Check with your faculty supervisor.

1. <https://students.colum.edu/career-center/articles/internships/what-is-an-internship>
2. <https://intranet.kwc.edu/registrar/internship-forms-and-information/>
3. <https://intranet.kwc.edu/career-development/>