

# INTERNSHIP-FOR-CREDIT PROCESS



## OVERVIEW

In the School of Human Ecology (SoHE), internships are professional learning experiences for which students may receive academic credit. Internships are a vital part of student career development and a highly valued component of the undergraduate curriculum. High-quality internships foster student development by bringing theories and classroom-based learning to life in real-world settings. In addition, internships give students the opportunity to explore careers related to their major, gain relevant experience in their field(s) of interest, and develop a better understanding of what is expected in a workplace by performing the tasks of a professional.

## CRITERIA

Students must:

- Be enrolled in one of the six SoHE majors
- Have junior standing or above (54+ credits completed)
- Complete prerequisite coursework (if applicable)
- Work a minimum of 150 hours at the internship site
- Complete required hours in the term credit is received
- Have an on-site supervisor that is not a relative
- Develop and complete an independent project

Internships must:

- Directly relate to the student's SoHE major
- Provide a clear & detailed job description
- Emphasize training, learning, & development
- Not include more than 25% solicitation/prospecting, sales associate/cashiering, or clerical/reception duties
- Take place while you are enrolled in the internship course for your major
- Last at least 12 weeks in the fall/spring and 6 weeks in summer

## FAQ'S

### DOES THE EXPERIENCE NEED TO BE CALLED AN INTERNSHIP TO BE CONSIDERED FOR CREDIT?

No. We focus primarily on the role/duties and the training provided when reviewing experiences for approval.

### AM I TAKING AN ACTUAL COURSE?

Yes. Students with approved internships must enroll in the appropriate 3-credit internship course & complete assignments while engaged in the internship. A letter grade is assigned upon completion of coursework and required internship site hours. Students must commit to the full course duration regardless of the internship duration.

### WHEN CAN I TAKE THE INTERNSHIP COURSE?

Internship courses are offered in fall, spring, & summer.

### IS THE INTERNSHIP COURSE REPEATABLE?

Yes. Students can take the internship course in their major up to 2 times, assuming the second internship meets the criteria & is a distinctly different experience than the first.

### WHEN IS THE DEADLINE TO APPLY FOR CREDIT?

Students must submit internship verification paperwork no later than 1 week prior to the start of the term in which they enroll in the internship course. Internships do not need to be secured by a student's class registration date since the courses are permission only.

### DO I HAVE TO PAY TUITION?

Yes. During the academic year, students will see no cost difference if enrolled in 12-18 credits. During the summer term, students pay for 3 credits. Tuition rates can be found at <https://registrar.wisc.edu/tuitionrates/>.

## PROCESS

Meet with your Career Advisor to develop an internship search plan.

1

Begin searching for an internship a few months before your desired start date.

Apply- Interview-  
Get Hired!

3

Complete the internship verification form by the due date.

[sohe.wisc.edu/internships](https://sohe.wisc.edu/internships)

Once approved, enroll in the 3-credit online internship course.

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