

# College of Arts and Sciences Internships Flowchart

Student hears about internships from CPD, Handshake, Career Fairs, Treks, faculty member, friends, parents

Student expresses interest in an internship

**CAS Dept/Program**

- Student meets with advisor, department internship coordinator, or other faculty
- Discuss academic vs. co-curricular internships
- Refer students to CAS coordinator and/or CPD to discuss zero-credit and co-curricular internships
- Discuss department/program requirements and faculty support role for credit-bearing vs. zero-credit internships
- If student has not targeted a specific internship, refer to CPD (optional: assist student with leads)
- Promote CPD's "Internships 101," Handshake, and one-on-one support

**CAS Dean's Office**

- Student meets with CAS internship coordinator
- Discuss academic vs. co-curricular internships
- Refer students to faculty to discuss academic requirements and secure support for credit-bearing internship
- Discuss CAS coordinator's support role for academic and co-curricular internships
- If student has not targeted a specific internship, refer to CPD (if possible, assist student with leads)
- Promote CPD's "Internships 101," Handshake, and one-on-one support

**Career & Prof Dev (CPD)**

- Student meets with internship support staff
- Discuss academic vs. co-curricular internships
- Refer students to CAS coordinator and/or faculty to discuss academic requirements and secure support for credit-bearing internship
- Discuss CPD's support role for academic and co-curricular internships
- If student has not targeted or secured a specific internship, provide assistance
- Provide "Internships 101," Handshake, and one-on-one support

**Academic, credit-bearing internship:**

- offers high level of faculty engagement, integration of teaching/learning within and beyond the classroom
- workload similar to that of other upper-division courses (on-site responsibilities supplemented with reading assignments, assessable work products, meetings with faculty supervisor, written self-evaluations, etc.)
- student invests 40-55 hours per credit (per department/program expectations) and maintains a log of hours
- CAS coordinator and Career Center available to provide additional support

**Academic, zero-credit internship:**

- might be appropriate for a student who already has taken at least one credit-bearing internship
- might be appropriate for a student who cannot afford to pay excess credit fees or summer tuition
- appears on transcript, so some faculty oversight is expected (e.g., pre-approval and final S/NS evaluation)
- does not earn credit, so faculty involvement otherwise can/should be minimal
- CAS coordinator and Career Center provide almost all support (articulate goals, debriefings, etc.)
- student should prepare, at minimum, a log of hours and short reflective essay for final evaluation purposes

**Co-curricular internship:**

- no institutional requirements of the student, no required support from GU (and no reliable means of tracking)
- some students prefer because they want the freedom from institutional expectations
- no expectation of faculty involvement, but CAS coordinator and Career Center might provide support



