Frequently Asked Questions (cont.)

How much internship credit can I apply toward my degree?

You can apply up to six credits in a Certificate program, nine credits in an Associate’s degree program, and 12 upper division credits toward your Bachelor’s degree.

Not all of the 12 upper division credits toward a Bachelor’s degree need to be in your field of study. Check with your department advisor for your specific degree requirements.

How many credits will I earn for my internship?

That is determined between you, your faculty sponsor and the agency/business supervisor. A minimum of four hours per week or 50 hours per semester are required for each credit. The School of Business requires 60 hours per credit per semester.

Can I earn internship credit for an experience that I’ve already had?

No. UAS does not offer credit for experiences that have already occurred. However, if you are currently working in a position that might qualify for internship credit, you may be able to gain credit for the additional hours you work after your internship application is approved.

Does an internship have to be for credit?

No. Many agencies and organizations offer temporary or seasonal positions that are advertised as internships. You can apply for these positions to gain work experience, paid or unpaid, without applying for UAS internship credit.

This information is provided by
Career Services

11120 Glacier Highway
Juneau, Alaska 99801
Phone 907-796-6368
Fax 907-796-6543
E-mail deborah.rydman@uas.alaska.edu

www.uas.alaska.edu/career_services
What’s required to participate in an internship for credit?

Internships are experience-based learning opportunities that involve working within an organization, public or private, under the supervision of a qualified professional and a UAS faculty member. To qualify:

1) You must be a declared major in a program of study at UAS and have completed a list of specific courses defined by your department.

2) You need to meet with a faculty member who will act as your faculty sponsor.

3) You must have a minimum cumulative 2.0 GPA at time of application for the internship.

4) Internships must involve learning new skills, techniques, or concepts, and must include regular opportunities to interact with your organization (agency/business) supervisor.

An internship can be one that you are already aware of, or you can work with your faculty advisor to create one that meets the requirements stipulated by your department. Career Services is also a good resource for finding internship opportunities.

How do I apply for an internship?

If you meet the requirements to participate in an internship, you must then complete the following:

**Internship Contract Proposal**, which can be downloaded ([Internship Contract Proposal](#)) or through your department advisor. This form requires the signature of your faculty sponsor and your organizational supervisor.

*Include an additional one or two pages for items B through D:*

**B) Description.** A one or two page description of the work you will be doing. Be sure to include a description of new skills, techniques, or concepts you will learn.

**C) Objectives.** List of agreed upon educational objectives with faculty sponsor that student will complete during internship.

**D) Activities and Methods.** Coordinate specifics with both your internship supervisor and faculty sponsor.

**E) Supervisor’s Reporting Schedule to Faculty Sponsor & Faculty Visitation Schedule.** A timeline for meeting with your faculty sponsor for completing drafts and projects. See [Internship Contract Proposal](#) for specifics.

**F) Evaluation Method.** Type of evaluation method used for faculty sponsor’s grading & approval of credit.

**G) Clock Hours total and number of hours to serve per week.** See [Internship Contract Proposal](#) for hours required for earned credits.

**Additional required forms:**

**Instructor Approval Form.** Available online or at the Registrar’s Office. This form must be signed by your faculty sponsor and the Dean of your department in order to register for internship course credit (select “E. Other” and type in “Internship” in field).

**Course Registration Form**, or an [Add/Drop Form](#) must be completed and include the proper course number (ending in –91) for an internship.

**Mid-term progress report.** This can be a verbal or written report to your faculty sponsor, as agreed upon, before beginning your internship.

**Final report.** A presentation, or other product as agreed in the [Internship Contract Proposal](#).

Frequently Asked Questions

**Why should I consider participating in an internship?**

An internship can provide you with valuable experiences and new skills. It can also be a way to “test the water” in a professional field. Contacts you make during the internship can be very helpful to you in your future job search by providing letters of recommendation and/or job referrals. Some students who have participated in internships have been offered seasonal or long-term employment by their agency/business supervisors.

**Can an internship be a paid position?**

Internships may offer a salary or stipend as well as credits. In a paid position, you will not typically be able to earn credit for all of the hours you participate, and you may need to work additional hours to complete a specific academic project for the internship.