**Unlocking Opportunities in Education**

***A Student’s Quick Information Guide to***

***Academic Internships***

This quick information guide provides you with general requirements needed to qualify for Academic Internship positions and the basic steps involved in the application process.

University Career Services manages internships for several academic departments at East Tennessee State University. The purpose of our internship program is to provide learning and training opportunities for students, outside the classroom and laboratory, as they work toward graduation and transition to the labor market. Internship experiences provide unique opportunities for partnerships between organizations and East Tennessee State University.

For students participating in our internship program, benefits include receiving academic credit, testing career interests, gaining valuable employment contacts, developing decision-making skills, receiving valuable on-the-job experience, and earning a salary in most placements.

***Eligibility for an Internship Position***

* Sophomore-level status (30 hrs. accrued credit) through graduate level
* Minimum GPA of 2.0-undergraduate\*\*
* Minimum GPA of 3.0-graduate level\*\*
* Students can only apply for positions in their *declared* academic major or minor
* Students *who have graduated* or non-degree seeking or “special” student status *cannot* qualify for internship program
* International Students under the F and J visas must schedule an appointment with the International Student Advisor to discuss eligibility to accept an internship placement. Eligibility will be determined as per U.S. Department of Homeland Security policies.

\*\* (Employers may raise minimum GPA requirements for specific positions.)

***Application Process/Position Advertisements***

* Students wishing to apply for internship positions should come to the University Career Services Office (ARC) 2nd floor, D.P. Culp University Center, and complete a credential file which includes the “Student Internship Application and Agreement” form.
* The administration of positions dictates that staff and students plan well in advance to allow the employer sufficient time to interview applicants and make a selection, as well as give the student time to make future class schedule plans.
* Position announcements are posted on the University Career Services website. Positions may be reviewed by contacting our web site at [*www.etsu.edu/careers*](http://www.etsu.edu/careers)and click on the Internship link. Then click on *Student: Internship Opportunities* and click on your major or minor from the academic categories listed. Additionally, position announcements are often posted by academic departments and distributed to faculty for classroom announcements.
* Positions may be advertised as much as a year in advance for some companies/agencies

***Internships Assignments and Tuition-based Academic Credit***

* Academic Internship positions become part of your permanent record. Appropriate *tuition* charges for any internship position (salary or volunteer) will be based on the number of credits being received. Enrollment for an internship course is done *exclusively* in the University Career Services Office in the ARC.

* ETSU students are required to work a minimum of 50 hours a semester to earn academic credit for an internship position. The following brackets are applicable for ETSU’s 14 week semesters:

50 work hours per semester = 1 academic credit hour  
100 work hours per semester = 2 academic credit hours  
150 work hours per semester = 3 academic credit hours

* Grades for internship students are based on the employer’s evaluation and additional assignments required by their academic department. The student is enrolled in a course with an A - F grading system or a P - F grading system.

***Additional Helpful Facts about Internship Program***

* ETSU students *may originate internship positions* with the approval of the UCS Experiential Learning Coordinator and the student’s academic department
* Internship experiences are rated among the top ten factors used by companies to select person’s for interviews

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| White ETSU logo | University Career Services  P.O. Box 70718  Nell Dossett Hall, (First Floor)  Johnson City, Tennessee 37614-0710 |

**Phone: (423) 439-5388, Fax: (423) 439-6489 Website:** [**www.etsu.edu/careers/**](http://www.etsu.edu/careers/)

**East Tennessee State University is fully in accord that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, religion, national origin, disability, veteran status or sexual orientation.**

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