An Internship is defined as an agreed-upon structured and experiential learning experience in the area of a student’s career interest and in a work setting for which the student may or may not earn academic credit and for which the student may or may not be paid. The experience is driven by intentional learning goals and objectives which extend the student’s knowledge and understanding of classroom outcomes and is accompanied by structured reflection.

Internships provide a wealth of benefits:
- Valuable work experience that complements classroom preparation
- Professional skill development and experiences to enhance your résumé
- Increased marketability on the job front
- Networking opportunities
- Practice with communication and team-working skills
- Confirmation of your major and career choices
- A bridge between school and the professional world
- Greater self-confidence while focusing on your career path
- Heightened focus and greater appreciation for the relevancy of coursework
- Possible monetary compensation and academic credit

Eligibility Requirements:
- Enrollment in a degree-seeking program at Indiana University Kokomo
- Junior or Senior grade level
- Permission/approval from an academic major faculty supervisor (in order to register and receive academic credit)
- Critique of résumé by the Office of Career Services
- GPA maintained at 2.0 or above

Credit vs. Non-Credit:

In some situations, students may receive credit through their academic unit. If you are interested in receiving credit, you must contact your academic department to determine eligibility and to obtain a faculty supervisor. You must schedule an appointment with the Office of Career Services to complete paperwork. Also, to receive credit, students must register and pay the per-credit hour fees for the Internship.

Completing an Internship is not a requirement for some academic programs. However, it is very beneficial to have an Internship experience, even if it is for non-credit. If you are not interested in receiving credit, it is still important to work with the Office of Career Services, as they can facilitate the experience, serve as campus liaison and offer support. In this case, students do not need to register for the Internship.
Students must complete 40 working hours per credit hour. For example, if a student needs to complete a 3-credit-hour Internship course for credit, they must complete 120 working hours at their Internship.

**Paid vs. Unpaid:**

Employers who are able to pay their interns determine if compensation will be a stipend or an hourly wage. This will vary depending on the employer and the industry. An Internship may be unpaid, however, because the employer does not have financial resources to pay the intern. In this case, however, IU Kokomo has limited funds (based on a first-come, first-served basis if funds are available at the time the student is placed) available to pay students for their first 3 credit hours (total of 120 contact hours) of an Internship, if the student is enrolled for internship credit. It is important to keep in mind, however, that there are several valuable benefits from an Internship other than compensation. The experience alone outweighs financial compensation. Gaining professional experience and insight in a particular occupation and establishing connections are just a few opportunities Internships can offer.

**INTERNSHIP PROCESS / RESPONSIBILITIES OF THE STUDENT:**

1. Talk with your academic advisor about the requirements and determine if you will be able to complete an Internship for academic credit. Secure a faculty supervisor.
2. Schedule an appointment with the Office of Career Services at least one semester in advance to discuss Internship opportunities and to have your résumé critiqued. Once your résumé is revised, the Office of Career Services will send it to prospective companies for their review.
3. Before your appointment, visit our website at www.iuk.edu/career-services and become familiar with the available Internships listed there. Think about your goals, interests and skills and have ideas as to where you would like to do an Internship and what you would like to do there.
4. An interview will be then be set up between you and the company. Once you have been offered and have accepted a position, contact the Office of Career Services to set up an appointment for completing final paperwork.
5. Contact your site supervisor to complete an Internship candidate form; this form also needs to be completed by your faculty supervisor, if you are receiving credit.
6. If you are receiving credit, register and pay the per-credit hour fees and complete all academic requirements in conjunction with the Internship.
7. Copies of the Internship candidate form will be sent to the student, company and faculty supervisor.
8. Follow the policies and procedures of the company where you are an intern and fulfill the length of the work assignment. Notify the Office of Career Services and your faculty supervisor if any problems or discrepancies arise while you are in the work assignment.