York College Overview of Internship for Academic Credit Program

Eligible students may receive academic credit for an approved internship by completing an Internship for Academic Credit Application Form.

Internship Eligibility Requirements

- Student must have a GPA of 2.5 or better
- Student must have a minimum of 60 credits earned
- Student must receive the recommendation of his or her department
- Minimum of 120 hours on-site is required in order to earn 3 credits in a given semester.
- Students may complete a maximum of 6 credits (two 3-credit internships) of internship credit as part of a bachelor's degree program, but the two experiences that comprise of the 6 credits must be significantly distinct learning experiences.

When speaking with a site about a possible internship, students must be certain that the site will:

1. provide them with meaningful, pre-professional experiences related to their major and/or career ambitions
2. provide consistent supervision and feedback from a qualified professional/on-site supervisor in the career field
3. meet basic legal standards for workplace safety and employee security

**If these qualifications are not met, the experience is probably not an internship that will be eligible for academic credit.

Internship Facts

- Interested students should download the paperwork, review all guidelines and procedures and visit the Career Development Center for additional information on how to secure an internship.
- Your internship paperwork must be turned in to the Career Development Center by 4:00 p.m. on the day of the drop/add deadline for the semester in which you will complete your internship hours and receive academic credit for your internship.
- Internships may be completed during the fall, spring or summer semesters.

Internship for Academic Credit Evaluations

There are several evaluations that must be completed throughout the internship experience:

- Evaluation of internship site by student
- Evaluation of faculty advisor by student
- Evaluation of intern by site supervisor