

What is an academic internship?

An academic internship is an approved and supervised work experience that is related to an academic field of study. As such, the intern should set and achieve specific learning goals. Not all jobs qualify for internship credit. An internship will involve much reflection on your part. With the guidance of your internship site supervisor and your faculty sponsor, you will connect the practical work of your internship with your academic work in the classroom. Your internship should help you in your studies and your studies should help you in your internship.

Basic Requirements

Pre-requisites for registering for an Arts and Sciences academic internship through the Office of Experiential Learning:

- You must have earned at least **36 credits** and must have at least a **2.25 QPA**
- No more than 12 internship credits can count toward graduation.

How to Register

1. You are responsible for **locating and applying for internship opportunities**. Some suggestions for finding internships are listed on the back of this sheet.
2. You must have a **faculty sponsor**. A sponsor can be any full-time faculty person in the School of Arts and Sciences. It can be a professor with whom you have had a class, or a professor with whom you would like to work. Most faculty members are happy to work with a motivated student who is seeking mentorship, even if they have not been previously acquainted.
3. You must complete a **Learning Agreement**, which you can pick up in the OEL office or download from www.as.pitt.edu/undergraduate/experience/internships/pdf/learningagreement.pdf
 - a. Complete Section 1 with your **personal information**.
 - b. Your **site supervisor** must complete and sign Section 2. This section should include detailed information about your **work responsibilities** and how you will be supervised.
 - c. Your **faculty sponsor** must complete and sign Section 3. This section should include detailed information about the **academic assignments** you will complete and submit to your sponsor in order to earn your grade. Assignments may include a reflective journal, a portfolio or other presentation of documents, pictures, or videos, created at the internship site and/or an integrative research paper. The assignments should reflect and connect academic learning and your internship experience, as well as highlight your accomplishments.
4. You can **earn from 1 to 3 credits** for the internship depending upon the number of hours you work at the internship site and the number and type of assignments required by your faculty sponsor. You must work at the internship site for a total of 40 hours over the semester to earn 1 credit (a total of 80 hours for 2 credits; 120 hours to earn 3 credits). The credits/grade earned is a combination of the academic work you complete during the internship, as well as the hours "on the job." The credits you earn count as elective credits, and you will receive an S or NC grade.
5. Go to the Office of Experiential Learning (B4 Thaw Hall) to have your **Learning Agreement approved** by the Internship Coordinator. You must submit a completed Learning Agreement form before the end of add/drop of the term in which you are doing your internship. You will then be given a "closed class" permission slip and an "add/drop" form so that you can register for ARTSC 1900.
6. **Take your closed class permission form and the add/drop form to the Registrar's Office**, G1 Thackeray Hall, and register. Be sure to keep copies of your Learning Agreement and other forms for your records. **You must follow the regular University registration and add/drop schedule and process** for registering academic internship credits for the term in which you are doing your internship. Credit cannot be awarded retroactively.

Finding an Internship

Assess your interests and evaluate your skill:

- Why do you want to do an internship?
- What are your interests?
- What is your major, minor, and/or area of concentration? (You can still do an ARTSC 1900 internship even if you have not declared a major).
- What skills or knowledge do you want to gain from your internship?
- Do you want to gain experience in your major and/or explore a potential career field?
- Would you prefer a small company or a large one?
- Would you prefer an office setting or a changing environment?
- Would you like to work for a for-profit or a non-profit organization?

Explore internship opportunities:

- All approved internship opportunities submitted to the Office of Experiential Learning are listed in the FutureLinks database. Use FutureLinks by going to (1) my.pitt.edu, (2) My Communities, (3) Career Services, and (4) FutureLinks.
- Visit www.as.pitt.edu/undergraduate/experience/internships/ to find many links to internship information for School of Arts and Sciences undergraduates.
- Go to the university libraries, the Carnegie Library, and the Regional Internship Center website (www.ric-swpa.org) to research careers, companies, and internship opportunities.
- Network with faculty, staff, professional, family, and friends to learn about careers, companies, and internship opportunities.

Contact internship sites:

- Develop a cover letter and resume. Visit www.as.pitt.edu/undergraduate/experience/internships/ for suggestions and contact Career Services to attend a workshop or schedule an appointment.
- Contact the internship supervisor directly. Make an initial telephone call or e-mail contact to inquire about the employer's application requirements and hiring timeline. (Opportunities on FutureLinks include contact information).
- Practice interview with family or friends. Find suggestions at www.as.pitt.edu/undergraduate/experience/internships/how-to-interview.html.
- Take a Learning Agreement and a copy of the Guidelines for Site Supervisors with you when you go to the interview.
- Be sure to dress and act professionally in all your contacts with potential employers.

For more information, contact Amy Bittner, Academic Internship Coordinator via telephone (412-624-5428), fax (412-624-6877), or e-mail (alb195@pitt.edu).