

An Internship is defined as work experience related to a student's academic program. An on-site supervisor and a Sweet Briar College faculty sponsor are needed for direction of an Academic Internship.

### Requirements

- An Internship shall consist of a minimum of 120 hours of work, either at the work place or in related fieldwork, and it shall receive three semester hours of credit. With the recommendation of the faculty sponsor and the approval of the Dean, longer Internships may be awarded more credit, up to six hours for any one Internship.
- Only rising sophomores, juniors, and seniors may undertake Internships.
- A student must have a 2.0 cumulative GPA and have taken at least three semester hours of course work in the field of study to which her Internship is related, with at least a 2.0. Credit ratio in this field, and may not be on any type of academic probation to be eligible for an Internship.
- A student's application for an Internship must be approved by Career Services.

### Degree Credits and Grades

- No more than 12 hours of Internship credit may be counted toward the degree.
- All Internships shall be graded on a Pass/No Credit basis.

### Proposal Requirements for Academic Credit

- A student must submit a Proposal for Academic Credit Form to Kristin D. Ewing in Career Services. This form includes: a project description, signature of the faculty sponsor, the Chair of the Department or the Director of the Program, the on-site supervisor and the Dean.
- A student must also submit an Internship Sponsor Contact Form for Academic Credit.

### Proposal Requirements for Non-Credit

- A student must submit the Not-for-Credit Internship Form

### Deadlines

The deadline for completing this procedure shall be as follows:

Fall or Spring Term Internships: By the eighth day of the term

Winter Internships: End of fall term

Summer Internships: One week before end of spring term

### To receive credit for the Internship, a student must submit the following:

- a. A written report of assigned reading which is related to the academic discipline in which the Internship is taken and to the Internship itself. Other work may be substituted for this report with the approval of the faculty sponsor and the Dean.
- b. A journal which provides a detailed description of what the intern did.
- c. A paper in which the intern attempts to make sense of the Internship experiences recorded in her journal by relating them to her academic discipline and to any assigned literature.