

An academic internship involves the application of learned skills to a setting, agency or organization relating to the department that coordinates the internship. An internship should challenge the student to examine the values of the organization or agency involved in the experience and to assess the student's education as it relates to that experience. The internship, whether paid or unpaid, should be viewed as both an academic and work experience. (Wittenberg University Academic Catalog)

- Cumulative Grade Point Average of 2.0 or higher
- Completion of 32 credits

4 credit hours = 140 hours of work at the internship site(s) (1 credit hour = 35 hours of work)

- Credit hours can be completed during one semester or over multiple semesters.
- It is suggested that internships be completed during the semester in which the student is enrolled in EDUC 497 and/or during one or more summer terms.
(NOTE: Summer tuition costs apply to internships completed during the summer.)
- The internship can be completed in any educational setting in which the student has the opportunity to (a) engage in responsibilities and projects that are meaningful and provide clarity in potential callings and (b) receive ongoing structured supervision with constructive feedback and space for questions.
- Credit hours can be completed at one site or across multiple sites. If interning at multiple sites, at least 1 credit hour (35 hours of site work) must be completed at each site.
- Internships are pass/fail.
- Grades are based on attendance, professional behavior, and assessment (e.g., presentation, paper, journal, materials creation).

1. Begin discussing the internship with your academic advisor a year prior to the semester in which you plan to participate. It is ultimately up to you to identify your internship location and site supervisor, but your academic advisor and Career Services can assist you with this process.
 2. Secure a faculty supervisor (i.e., a faculty member who will supervise your internship). This can be your academic advisor or another faculty member.
 3. Meet with your faculty supervisor to ensure they approve of the internship.
 4. Secure your internship site.
(NOTE: Your academic advisor must alert the Director of Field Placement and Outreach of any school-based and classroom-based internships.)
 5. Work with your faculty supervisor and site supervisor (i.e., the person who will supervise you at your internship site) to determine learning goals and assessment(s).
 6. Register your internship in Handshake prior to the last day to add a course for the semester in which the internship activity occurs:
<https://wittenberg.joinhandshake.com/login>
 7. Wait for Career Services to review and approve your submission.
 8. Complete internship hours along with any assessment(s) from your faculty supervisor and paperwork from Career Services.
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- Wittenberg University Internship webpage (including Internship Handbook):
<https://www.wittenberg.edu/administration/careers/internships>
 - Wittenberg Academic Catalog:
<https://www.wittenberg.edu/administration/registrar/academic-catalog>
 - Wittenberg Tuition and Fees: <https://www.wittenberg.edu/admission/tuition-and-fees>
 - Wittenberg Student Handbook (which includes information related to summer housing if interning during a summer term): <https://www.wittenberg.edu/student-life/student-development/student-handbook>