

**GUILFORD COLLEGE  
CAREER & COMMUNITY LEARNING CENTER  
REQUIREMENTS FOR INTERNSHIPS**

Internships refer to a semester-long, one-time activity in which students undertake a position in an off-campus public or private organization for academic credit. Each activity should involve “the integration of the accomplishment of a task with conscious educational growth.” (NC Internship Board)

1. Each internship ranges from **two to four hours of credit**, depending on the hours on-site and related academic work. No more than four credits per semester are allowed (with the exception of The Washington Center Program or with special permission). A **maximum of 12 credits** obtained through internships is applicable to degree requirements.
2. Each internship must be supervised by both an on-campus Faculty Sponsor and an off-campus Site Supervisor.
3. Students receive academic credit based on the number of hours spent on-site as listed below. Work schedule details should be provided in the Internship Proposal.

1 credit hours = 36 hours of work on-site  
2 credit hours = 72 hours of work on-site  
3 credit hours = 108 hours of work on-site  
4 credit hours = 144 hours of work on-site

4. Minimum requirements of a student desiring to take a 290 internship are **sophomore standing** (24 or more credits earned) and a cumulative **quality point average of at least 2.5**. In addition, for a 390 internship, A student is eligible for 390 credit **after 4 courses** in the same department in which the internship will be taken.
5. Student interns are required to meet with on-campus Faculty Sponsors on a regularly scheduled basis during the semester. The timing of the faculty consultations should be included in the Internship Proposal.
6. Students will complete the following written work during the semester:
  - Internship Proposal.** Deliver to Faculty Sponsor, Site Supervisor, Internship Coordinator/ Vocational Counselor and Registrar’s Office within two weeks of the last day to add classes.
  - Guilford College Internship Agreement.** Deliver to Internship Coordinator/ Vocational Counselor during the first week of placement, if the internship is non-paid.
  - Internship Reassessment.** Deliver to Faculty Sponsor before midterm. This is a 3-6 page paper for 290, which may be replaced by a weekly journal, or a 5-page paper for 390.
  - Final Evaluation.** Deliver to Faculty Sponsor by the first day of exams. For 290, this includes an evaluation by the student of the internship site and a 5-10 page paper. For 390, a 15-20 page paper is required in addition to the evaluation.
  - Portfolio** (optional). An excellent way to illustrate the work you accomplished in your internship. If chosen, career counselors are available for assistance in how to create a portfolio.
  - Thank you note to Site Supervisor.** Mailed by the first day of exams with a copy going to Internship Coordinator/Vocational Counselor.
7. Student intern delivers the **Final Evaluation by the Site Supervisor form at least three weeks before the end of the semester** and requests evaluation from Site Supervisor. Student ensures that Site Supervisor mails the form to the Internship Coordinator/IFP Vocational Counselor during the **last week of classes**.
8. The **grade awarded for the internship is the prerogative of the Faculty Sponsor**, based on evaluations from the Site Supervisor, conferences with the student, final evaluations and any additional work required by the Faculty Sponsor.
9. The Faculty Sponsor **may require additional work** as deemed suitable.