



## Internship Guidelines

The following guidelines are provided to help you decide if you are qualified for an internship opportunity.

### General Eligibility Guidelines

- Each prospective intern is responsible for finding his/her own internship position. Department Coordinators of your areas of interest and the Career Services Office are possible resources for finding internship opportunities.
  - Identify the host organization and their willingness to sponsor the internship. Give them a copy of the "Host Site Guidelines."
  - Negotiate terms of the position with the host organization (e.g., pay, work hours, tasks to be performed, learning opportunities, performance expectations).
  - Determine if the internship position meets the minimum guidelines to qualify for academic credit (See Below).
- **Internships must be approved and registered prior to the start of the internship experience (See Registration Drop/Add Dates on the GCC Internship application page.)**
- A flat fee for up to a maximum of six credits is charged for all internships. Washington Internships are twelve credits and students pay the current tuition charge during fall and spring, or the flat fee for a maximum of six credits.
- The total of all internship credits may not exceed six hours within the required 128 hours for graduation, with the exception of the Washington Internship Program. Some departments have limitations on how many internship credits may count toward the major or toward general elective credits.
- Students should be of sophomore standing to qualify. Some departments may require a minimum of junior standing.
- Students must have a minimum of 2.00 cqua/mqua to qualify. Some departments may have a higher qpa standard.
- Students must work a minimum of 60 hours for each credit earned. Some departments may require more work hours for each credit.
- Students may not work more than 20 hours of week during the fall or spring semesters.
- Students typically will count no more than 40 hours in one week towards earning credit. A maximum of 60 hours may be approved, under special circumstances, by the internship coordinator.
- Internships may be taken for credit during any semester, including summer.

- **The College does not grant internship credit for any experience in which a student is paid by the federal government, for whatever reason.** Conversely, if credit is granted by the College for an internship, then a federal stipend may not be accepted by the student. In no situation may a student accept federal money related to an internship and receive academic credit, as this is prohibited by College policy.

#### **General Position Guidelines for earning Academic Credit**

- The intern should be provided with multiple duties and functions that require independent thinking and decision-making.
- The position should offer direct and relevant experiences in one or more of the organization's administrative offices.
- The position should offer the opportunity to learn via close working relationships with experienced supervisors and co-workers.
- The position should provide exposure to multiple organizational functions through direct contact with personnel in those functions.

#### **General Position Guidelines that would not qualify for Credit**

- Repetitive work with little opportunity for decisions, initiative, and independent thinking.
- Narrow focus with little opportunity for a broader understanding of corporate operations.
- Entry level with little potential for advancement (e.g., janitor, short-order cook, fast-food server, lifeguard, full service gas station attendant)