HOW TO IDENTIFY A POTENTIAL POSITION

Students who are interested in obtaining internships may get information about the process for finding internships from the Academic Department’s Internship Coordinator. Departments typically do not retain listings of available internships; however, occasionally employers will seek a Department’s assistance in filling internship positions. In such cases a Department will work with the employer to meet the employer’s needs. In most cases students, through their own initiative, identify opportunities. This is often done by networking, approaching businesses of interest, and on the Internet. The Career Services Office is a valuable on-campus resource to assist students in this process. Once an opportunity has been approved by the Department as qualifying for academic credit, the student then progresses through the application process.

The general process for a student to obtain an internship or qualifying job is as follows:

- Identify a host organization that offers an internship or qualifying job that is relevant to the student’s major.
- Negotiate terms of the position with the host organization (e.g., pay, work hours, dates, tasks to be performed, learning opportunities, performance expectations).
- Determine the compatibility of the opportunity with Grove City’s requirements for earning credit (see guidelines for qualifying positions below).
- Determine the willingness of the host organization to participate in the internship program and to carry out its specified functions to enable the student to earn credit.

Many internships and jobs qualify for academic credit; others do not. Grove City 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 participation in an internship and receive academic credit, as this is prohibited by College policy.