

Internship Requirements and How to Complete the Internship Contract (Academic-Credit Internships)

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. (National Association of Colleges and Employers, June 2012)

Centre College Internship Requirements (if receiving academic credit):

- The student must be a junior or senior and have at least 54 credit hours by the start date of the internship. Exceptions may be approved by the Associate Dean in rare circumstances.
- To earn course credit for INT 400, the student must work a minimum number of hours:

Term	Hours for 2 Credits	Hours for 3 Credits	Work Dates
Fall Term	80 hours (6-7 hours per week)	120 hours (10 hours per week)	August 27-November 30
CentreTerm	Not applicable	120 hours (40 hours per week for 3 weeks minimum)	January 3-24, 2019 (These dates may be flexible.)
Spring Term	80 hours (6-7 hours per week)	120 hours (10 hours per week)	January 31-May 8
Summer	Not applicable (A one-credit internship may be available. Ask your career counselor for details.)	120 hours (10 hours per week)	Varies

- The internship is graded on a credit/no-credit basis. The credit may not be applied toward any major or minor requirements, but may be applied to the total number of credits needed for graduation. The grade will not factor into a student's GPA.
- The final grade will be based on the completion of all required internship hours, the academic components, and any paperwork required by the Center for Career & Professional Development (timecards, evaluations, etc.), as well as a satisfactory final evaluation completed by the site supervisor.

How to Complete the Internship Contract:

Centre College requires that students complete their internship contracts online through InterNexus. This system will allow students to complete contracts easily, both on- and off-campus, while allowing the Center for Career & Professional Development and the Registrar's office to better manage the contract system. Please contact Mindy Wilson, Assistant Director for the Center for Career & Professional Development with any questions about this process at mindy.wilson@centre.edu or (859) 238-8792.

1. Start the process by completing the internship contract at <https://aegis.centre.edu/fmi/webd/#InterNexus> and by clicking on "CENTRE STUDENTS CLICK HERE TO START A NEW APPLICATION." You may start the contract and save it at any time. To return to an incomplete contract, go to the contract homepage (<https://aegis.centre.edu/fmi/webd/#InterNexus>) and click on "STUDENTS-EDIT AN APPLICATION/CHECK STATUS." Use your Centre ID number to find your incomplete application. Your contract will not be submitted for approval until you choose to do so.
2. Once you have completed the contract, click the "Submit" button on the last page. Please DO NOT submit your contract with missing information—we will not begin the approval process until your contract is completely filled out.
3. Once you have submitted your contract, you will no longer be able to edit it. To check on the status of your contract, you may go to the InterNexus homepage and click on "STUDENTS-EDIT AN APPLICATION/CHECK STATUS." Choose the "check status" button, and enter your Centre student ID number.
4. Your supervisor, faculty mentor, and the Associate Dean will have the opportunity to edit your contract before approval. You will receive a final copy of your internship contract after the start of the internship.
5. You will be notified of final approval via email as soon as the contract has been approved by all parties.

Deadlines to Submit Completed Contracts:

CentreTerm 2018: November 30, 2018

Spring Term 2018: November 30, 2018

Summer 2018: May 8, 2019

Fall 2018: May 8, 2019

Questions? Contact your counselor:

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