

Academic Internships

Internship Approval Criteria

Welcome to the world of Academic Internships at Stetson University! We believe in the power of internships to prepare students for success beyond graduation and enhance their on-campus learning experience. Academic Internships are faculty-guided experiential learning opportunities that allow students to integrate theoretical knowledge with practical application in a professional setting. Whether you're in the College of Arts and Sciences or the School of Business Administration, an internship can be a transformative experience.

Key Criteria for a Meaningful Internship

- **Curriculum Integration:** The experience should extend the curriculum, providing a platform to apply classroom knowledge in a real-world context.
- **Defined Structure:** Internships must have a clear beginning and end, aligning with the student's academic and career goals.
- **Learning Objectives:** Establish goals related to the student's academic coursework and professional aspirations.
- **Regular Feedback:** Ensure there's ongoing feedback from the on-site supervisor to enhance the learning process.
- **Resources for Learning:** Host sites should provide resources, equipment, and facilities to support the student's learning.

Hour Requirements

A full unit of internship credit requires a minimum of 140 hours, with a half unit requiring a minimum of 70 hours. This includes work hours and time spent on reflective assignments.

Collaboration with the Office of Career and Professional Development

Students from both the College of Arts and Sciences and the School of Business Administration are strongly encouraged to collaborate with the Office of Career and Professional Development (<https://www.stetson.edu/administration/career/academic-internships.php>) for comprehensive assistance throughout the internship process. The office serves as a central hub, offering support in the following areas:

1. Internship Search and Application Assistance:
 - Providing guidance on identifying and applying for internship opportunities aligned with students' career goals.
 - Offering resources and workshops to enhance students' application materials and interview skills.
2. Hosting the Academic Internship Form:
 - Serving as the repository for the Academic Internship Form, a required document encompassing the Course Application, Learning Agreement, and Liability Waiver.
3. Facilitating Internship Orientation Courses:
 - Organizing and hosting internship orientation courses to ensure that students are well-prepared for their experiential learning journey.

By actively engaging with the Office of Career and Professional Development, students can navigate the internship process seamlessly, access valuable resources, and maximize the benefits of their experiential learning opportunities.

Internship Orientation

Before embarking on your academic internship journey, completion of the Internship Orientation is a crucial step. This online, self-paced course may be required by your internship course instructor. The orientation provides essential insights into professional conduct, legal considerations, and effective strategies for maximizing your internship experience. Ensure you're well-prepared by taking this informative session, setting the foundation for a successful and rewarding internship.

Academic Internships in the College of Arts and Sciences

Relevant internships in the College of Arts and Sciences offer students a powerful way to connect their passion for learning with real-world issues. Internship course 397, established across various fields of study, encourages reflection on the intersection of liberal learning and professions.

The course includes guidelines for experiential learning, academic reflection, and evaluation by on-site supervisors and Faculty Internship Course Instructors. In each discipline, the *Catalog* listing 397 notes prerequisites, such as a minimum grade-point average or required class standing, specific expectations for the internship, and intellectual reflection. Each department also determines whether the internship course is letter-graded or pass/fail.

Academic Internships in the School of Business Administration

The School of Business Administration advocates for academic internships to help students integrate theoretical knowledge with practical application. Internship courses with the 397 designation are available for all majors and minors within the School.

Academic internship courses taken during the Fall and Spring semesters are included in the regular tuition price. In the Summer, students may register for internships at a reduced rate.

Eligibility Conditions for Academic Credit

- Students must have majors or minors within the School of Business Administration.
- Overall and major GPA must be 2.0 or higher.
- Students must have completed the following course in their area of internship:
 - Accounting – ACCT 304
 - Business Administration – SOBA 202
 - Family Enterprise – FENT 235
 - Finance – SOBA 201
 - International Business – INTL 201
 - Introductory Internship – SOBA 200
 - Management – MGMT 303
 - Marketing – MKTG 307
 - Sport Business – SPTB 201

Internship Course Guidelines

- A maximum of two internship courses for credit may be applied as elective credit toward the BBA degree requirements.

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- Hour requirements vary among departments in the School of Business, ranging from 180 to 240 hours for a full unit and 90 to 120 hours for a half unit.
- Grading policies (grade or pass/fail) are determined by the instructor before the start of the internship.