INTERNSHIP-FOR-CREDIT CRITERIA

In the School of Human Ecology (SoHE), internships are professional learning experiences for which students may receive academic credit. Internships are a vital part of student career development and a highly valued component of the undergraduate curriculum. High-quality internships foster student development by bringing theories and classroom-based learning to life in real-world settings. In addition, internships give students the opportunity to explore careers related to their major, gain relevant experience in their field(s) of interest, and develop a better understanding of what is expected in a workplace by performing the tasks of a professional.

In order for an experience to be approved for academic credit, your internship will be reviewed to ensure a quality experience. Only content-appropriate internships that are educational in nature and directly coincide with the objectives of one of the six SoHE majors will be approved for credit. Please read through each statement below to confirm that your internship meets the requirements. If so, then you may choose to pursue credit towards your degree for the experience. We also recommend that you share this information with your supervisor so s/he has an understanding of SoHE’s expectations as well.

- You have at least junior standing (54+ credits completed) as required for an internship-for-credit.
- This internship directly relates to your major and overall career goals.
- The company/organization has provided you with a detailed job description that clearly explains and outlines the duties of the internship. Internships must be more than “job shadowing” a professional within the organization and instead have a strong focus on training, learning and development.
- Clerical work (e.g., data entry, copying and filing, stuffing envelopes, answering phones), sales, or cashiering duties will be limited to no more than 25% of your responsibilities.
- You have been assigned a direct on-site supervisor, who is not a parent or relative, who will provide training and support and oversee your work to whom you will directly report.
- You will be directly responsible for completing daily/weekly duties assigned to you at your internship site.
- You will be provided the opportunity to develop and complete an independent project during your internship.
- You will be able to complete the required minimum of 150 hours of work at your internship site in order to receive academic credit for this experience.
- You will complete the academic coursework for this course during the term in which you are enrolled in the internship course.

Please note that even if your internship meets the above criteria, it is still subject to approval by the Student Academic Affairs & Career Development Office and/or your academic department. This document is meant to serve as a guide for the types of experiences you should be pursuing as an internship for credit within the School of Human Ecology.

If you have questions about a particular experience and whether or not it is appropriate to pursue, please contact SoHE’s Internship Coordinator, Renee Smith, at rmsmith27@wisc.edu or 608-265-3572.