

## How to Receive Academic Credit for an Internship

**After you have officially accepted an internship position**, register for and complete an online reflection course to receive academic credit. You may enroll as soon as registration opens through census date of the current semester. You must enroll in the course **during the semester** you will complete the internship.

Students will be enrolled in an online course facilitated through Canvas/Handshake. Students will be required to follow the course syllabus and complete modules to accompany their experience. The first assignment is to report the internship site and supervisor, which requires the supervisor to verify employment. Any student who is not currently working at their internship site or who fails to receive employment verification will be dropped from the course.

### **If you accepted a part-time internship (fewer than 30 hours per week):**

Option 1: Register for variable credit course at regular tuition rates

- 1 credit hour = 40-75 on site hours throughout the 15-week semester
- 2 credit hours = 76-115 on site hours throughout the 15-week semester
- 3 credit hours = 116-225 on site hours throughout the 15-week semester
- First internship: Register for INT 3001
- Second internship: Register for INT 3002
- Third internship: Register for INT 3003

Option 2: Register for 0 credit course with \$350 course fee and maintain full-time student status when combined with 6 or more credits of coursework

- At least 150 hours on site throughout the semester
- First internship: Register for INT 3061
- Second internship: Register for INT 3062
- Third internship: Register for INT 3063

### **If you accepted a full-time internship (30 or more hours per week):**

Option 1: Register for variable credit course at regular tuition rates

- 3, 6, 9 or 12 credit hours
- First internship: Register for INT 3001
- Second internship: Register for INT 3002
- Third internship: Register for INT 3003

Option 2: Register for 0-credit course with \$465 fee and maintain full-time student status

- At least 450 on site hours throughout the 15-week semester
- First internship: Register for INT 3071
- Second internship: Register for INT 3072
- Third internship: Register for INT 3073

Questions? Contact Erin Alanson at [erin.alanson@uc.edu](mailto:erin.alanson@uc.edu) or (513) 556-0313