



## A GUIDE FOR USING “CURRENT EMPLOYER” FOR INTERNSHIP ACADEMIC CREDIT

It is the intent of this guideline to provide students with the option of receiving academic credit through an Internship experience that is linked to their present part-time or full-time job. The student must secure pre-approval from the employer in writing stating the employer’s willingness to support, plan and sign a formal contract with student intern and College.

The basic premise supporting this guideline is the College’s intent to provide a quality Internship experience which enhances the student’s academic knowledge, professional preparation and personal development while providing a reasonable degree of flexibility for students already employed in jobs closely related to their chosen field of study.

In order to qualify for Internship credit involving a presently held position, one or more of the following criteria must be met:

1. The student must be acquiring significant new skills or knowledge related to the academic field of study,

and/or

2. The student must be developing a recently learned skill or applying recently learned knowledge related to the academic field of study,

and/or

3. The student must be receiving increased levels of responsibility and /or expanded duties within the company or organization and these responsibilities or duties must be related to the academic field of study,

*Academic credit is not granted based solely on the student working in an academically related position. Moreover, academic credit for an Internship is not granted for prior work.*