



Policy Title: For-credit Internship Policy

Policy Number: ACA.200.27

Policy Owner: VP for Academic Affairs

Responsible Office: Academic Affairs

Revision Date: 9/19/18

1. Purpose and Scope

North American University encourages students to enhance their knowledge and skills through internship experiences during their studies. These experiences are recognized in the form of academic credit(s). The for-credit internship policy and its procedures regulates the internship courses for both undergraduate and graduate students.

2. Policy

An internship course is a three (3) or one (1) credit hour, letter-grade elective course that requires at least 135 hours of work for three credits or 45 hours of work for one credit. Students may register for an internship course during Fall, Spring, Summer semesters. Internship start date must be on or after the first day of the semester, and internship must end before the semester closes. Only students who meet departmental eligibility requirements may register for an internship course.

3. Procedures

Enrollment in the Internship Course

Students are required to get approval from their academic advisors as well as the internship course instructor by filling out the For-credit Internship Approval Form. The internship course instructor may request documentation such as a job offer letter, internship proposal, and etc. based on departmental requirements. Students are responsible to provide a copy of the form to the Registrar's Office for course registration.

A student may not be allowed to register for the internship course if he or she fails to get his or her advisor's or the internship course instructor's approval. The instructor may deny approval if the student provides incomplete or unsatisfactory documents, or internship start and finish dates are not within the semester the student wants to register for the course.

Repeating the Internship Course

Undergraduate students may earn up to nine (9) credit hours and graduate students may earn up to six (6) credit hours for their internships. Each time the internship course is completed, students will receive a new letter grade. Repeating the internship course requires either a new internship opportunity or a new assignment/project if the student has done an internship at that company before. Before each repeat attempt, the student should get approval from his or her academic advisor and the internship course instructor.

Curricular Practical Training (CPT) Authorization

Students who are interested in obtaining CPT authorization are required to take a copy of the For-Credit Internship Approval Form to the International Student Office (ISO) and fulfill other requirements that may be deemed by the ISO.

4. Who Should Read This Policy

- Students
- Advisors
- Internship Course Instructors
- Department Chairs
- Registrar's Office
- International Student Office

5. Related Documents and References

- For-credit Internship Approval Form



FOR-CREDIT INTERNSHIP APPROVAL FORM

This form is to be filled out and signed by the student's advisor and the internship course instructor. The student will provide a copy of this form to the Registrar's Office for course registration, and to the International Student Office, if requesting CPT Authorization.

Last Name:

First Name:

Major:

E-mail:

Phone Number:

To be completed by the Academic Advisor

1. Please describe how the student will continue to make normal progress towards completion of his/her degree while engaged in this work experience.

2. Has the student taken a for-credit-internship course before? If yes, indicate the semester.

3. Does the student maintain departmental internship eligibility requirements?

Yes:

No:

4. Employment is approved by the academic department based on the following:

Off-campus employment is a degree requirement for this student

Student will register for the following course and credits based on this employment

Course number:

Number of credits:

Semester:

I acknowledge that the student is making normal progress towards his/her degree completion and eligible for doing an internship.

Academic Advisor:

Signature:

Date:

To be completed by the Internship Course Instructor

1. How will this work experience relate to the student's course of study?

2. Does the employment opportunity maintain departmental internship requirements?

Yes:

No:

I acknowledge that the employment opportunity is appropriate for a for-credit internship and the student can register for the internship course.

Internship Instructor:

Signature:

Date: