INTERNSHIPS

Internship Program

Tuition: **All internships that are approved for credit will be assessed tuition**. Internship courses are subject to all tuition refund deadlines, as well as the deadline policies for add, swap, drop, and withdrawal.

One-Credit Internship Opportunity

The **one credit internship course** allows undergraduate students to earn one academic credit for internship work experience completed during the summer, fall, or spring . The student must complete a minimum of 45 hours of work at the internship over the span of at least four weeks in order to receive credit for the course. Students will need to have completed a minimum of 30 credits prior to taking this class in order to be eligible. This class can only be taken once. Students can decide to take this class as a business (ID 209) or arts and sciences (ID 210) elective.

In order to be approved for this course, the student must fill out an online form (https://bentleyedu.sharepoint.com/sites/UndergraduateProcessing/SitePages/One-credit-Internship.aspx?&originalPath=aHR0cHM6Ly9iZW50bGV5ZWR1LnNoYXJlcG9pbnQuY29tLzp1Oi9zL1VuZGVyZ3JhZHVhdGVQcm9jZXNzaW5nL0ViYjFaSmJ0OUZkSWdMb3ZJZlFv through the undergraduate course catalog. Once submitted, the student's form will be reviewed by the Associate Dean of Business or the Associate Dean of Arts and Sciences, depending on how they want the credit to count in their degree audit. Students must apply no later than the add/drop period of the academic semester during which the internship takes place. Credit will not be granted retroactively. Upon approval, the Associate Dean will assign the student a professor who will oversee the academic work associated with the internship and assign the student a grade of Satisfactory or Unsatisfactory.

Three-Credit Internship Opportunity

Student Eligibility for three credit internships:

- Third year or forth year level standing—see department guidelines for specific course prerequisites
- Minimum GPA of 3.0 (Finance 2.7 and IDCC is 3.3)
- Approval of departmental internship coordinator prior to acceptance of internship

Course requirements vary by department, but usually include weekly journals, a term paper, and meetings with the internship coordinator. Minimum work hours are established by individual departments, ranging from a minimum of 12 hours per week for 12 weeks to 35 hours per week for Fall, Spring, or Summer terms. Internships last for one semester only, or through the full Summer term, and end at the close of the semester.

Maximum credits: Students may pursue a maximum of two 3-credit internships during the undergraduate program. Only one internship (3 credits) can be used in the major field of study.

Registration: students must be registered for an internship by the Registrar's office. Departmental documents approving a student for an internship for credit must be submitted no later than the last day of the third week of classes in the fall or spring semester. *A late add of an internship for credit is not permitted.*

Students who are pursuing a summer internship for credit must be registered for the course no later than the first day of the undergraduate summer term, not including the May intensive session. Departmental Internship coordinators can be found here (https://www.bentley.edu/offices/academic-services/advising-directory/).

Not all internships are considered credit-worthy, and not all students qualify to pursue an internship for credit. It is important that you meet with the appropriate internship coordinator to determine what sort of internship opportunity is available to you. The Pulsifer Career Center (https://www.bentley.edu/offices/career-development-support/student-internships/) can also provide you with resources to help you find a suitable internship.