

Independent 450 - Credit-Bearing Internships - FAQs

What is an Independent 450 Internship?

An independent internship or 450 is an experiential learning experience in which the student works at an approved internship site and completes an independent academic component with a member of the faculty to enrich the learning experience.

- Internship sites/roles must be approved by the teaching faculty and the Director of Internship and Career Development.
- Virtual internships or internships with 1-person organizations (sole proprietor, one-person organization, freelancer, etc.) will NOT be approved for academic credit.

It is the student's responsibility to find the internship, identify a faculty sponsor and process the paperwork, but there are many helpful resources available. Please contact Tomeka Stephens at tstephens@agnesscott.edu for guidance on finding internships.

What is required for an Independent 450 Internship?

The guidelines for internship hours and academic credit are listed below. Estimates are based on a 13-week semester:

<u>Hours at the Internship Site</u>	<u>Hours of Academic Credit</u>
130 (10 hours/week)	4
100 (~8 hours/week)	3
65 (~5 hours/week)	2
35 (~3 hours/week)	1

The student identifies a faculty sponsor who agrees to design, facilitate and grade the academic component of the internship. The academic component is customized to meet student learning objectives; however, recommended elements include:

- Reading List/Stimulus for Growth
- Weekly meeting with faculty sponsor
- Reflections on personal growth, leadership in action, global knowledge, how experience informs student's goals for future, etc.
- Series of Assignments or Culminating Assignment (paper, video, presentation) that explore both the professional and academic learnings (e.g., mission/goals/structure of organization; identification of transferrable skills for resume/CV; portfolio of on-site work; etc.)
- Informational Interviews with alumnae in the field of interest and resume updates can also be included with the help of the Office of Internship and Career Development
- Site Visit by either faculty sponsor or Career Development
- Graded A, B, C, D

Who can take an independent 450 Internship?

- Independent 450 Internships are generally recommended for students who are juniors or seniors who want know what they want to do post-graduation. Because the work is individual, the student does not get the benefit of learning from peer experiences, as one would in an internship course.
- Independent 450 internships are also generally recommended for students with strong GPAs who can handle the independent nature of the work.

How do I apply for an Independent 450 Internship?

The 450 application must be submitted to the Office of Internship and Career Development for approval and submission to the registrar. The 450 application **MUST** include a letter of offer from the internship sponsor on company letterhead (a forwarded email is acceptable):

- Roles and responsibilities of the internship position (please be as specific as possible about the types of tasks, assignments and projects the internship will include)
- Supervision provided (including training, assistance and regular consultation)
- Evaluation and feedback provided (formal feedback is recommended at mid-semester and end of semester, at a minimum)
- Duration of internship - number of hours/week and number of weeks at the internship site

What is the deadline for submitting an Independent 450 Internship application?

- Complete 450 applications with Attachment A and the internship offer letter are due to the Office of Internship and Career Development no later than the first Friday of each semester.
- The 450 Application must be approved before the student begins work.
- With approval, a student may complete the internship site work for an internship during the summer and complete the academic component (Attachment A) during the fall semester. In this situation, the 450 Course Application must be approved prior to the last day of classes in the spring semester. The student will receive credit for the internship at the completion of the fall semester.

What is the recommended timing for finding an internship and talking to my faculty sponsor about credit?

- Internship opportunities are regularly advertised by the Office of Internship and Career Development. Usually, the application deadlines occur 6-8 weeks prior to the start of the internship. Many times, however, the application deadlines are months in advance.
- Make an appointment via compass or visit walk-in hours to speak with Tomeka Stephens about your internship goals. She will help you determine what will qualify for academic credit based on your career goals.

For additional information or for assistance, please contact Tomeka Stephens at 404-471-6397 or tstephens@agnesscott.edu.