

# 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 and earn academic credit.

- 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](mailto:tstephens@agnesscott.edu) for guidance on finding internships.*

## What is required for an Independent 450 Internship?

Guidelines for internship hours and academic credit are listed below. As specified in the catalog, four hours of academic credit requires 180 hours of in-class and out-of-class time during the semester. Estimates are based on a 13-week semester:

<u>Hours at the Internship Site</u>	<u>Estimated Hours of Academic Work</u>	<u>Hours of Academic Credit</u>
130 (~10 hours/week)	50	4
100 (~8 hours/week)	35	3
65 (~5 hours/week)	25	2
35 (~3 hours/week)	13	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:

- Weekly meetings with faculty sponsor
- Reflections on growth, leadership in action, how the internship informs student's goals for future, etc.
- Reading list
- Series of assignments and/or culminating assignment (needs to be unique from the internship work)
- Site visit by either the faculty sponsor or the Office of Internship and Career Development
- Rubric for grading - A, B, C, D

## What is required to use my internship for the Practicum for SUMMIT Leadership Specialization?

Students may satisfy the Leadership Practicum by completing an approved off-campus internship for academic credit and writing a reflective analysis as part of their academic component. Students must get the internship approved for Practicum status by the Director of Internship and Career Development in the semester before the internship takes place.

Students should include their intent to have the internship count for leadership specialization on the 450 form and add the assignment below to the academic component (Attachment A). The form will alert the registrar to register the 450 as 450-L so that it is counted toward the Leadership Specialization.

Leadership Practicum Assignment: 2-to-3 page reflective analysis based upon the following prompts (the student may respond to one, some, or all prompts):

- As you reflect on what you observed in the internship, what constituted leadership in that context? Were leadership and authority the same or different? In what ways?
- What leadership actions did you take or observe others taking?
- In what ways did you observe leadership being exercised effectively or ineffectively? Could leadership have been exercised more effectively? How?
- Can you identify ways in which a liberal arts education equips a person to exercise leadership in the organizational context of your off-campus internship?
- Were there ways in which what you observed at your off-campus internship helped you better understand classroom material to which you had been exposed previously at Agnes Scott?

Students are also able to satisfy the Leadership Practicum by completing an approved internship via an internship course. Contact Tomeka Stephens to learn more about that process.

### **What is required to use my internship for the Global Experience for SUMMIT Global Specialization?**

Students may satisfy the Global Experience for SUMMIT Global Specialization by completing an approved off-campus internship. In order for an internship to satisfy the SUMMIT Global Specialization, the internship must be credit-bearing and must meet the minimum requirement of 130 hours of relevant work at an internship site. Internships are considered "relevant" when the work aligns with the students academic and career goals.

The internship site must be either in a country other than those in which the student has lived and studied for more than one year or with an organization that addresses global issues. Students must include a reflection about their global experience in their digital portfolio. Students must get the internship approved for Global Experience status by the Director of Internship and Career Development in the semester before the internship takes place.

### **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) stating:

- 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?**

- Completed 450 applications with Attachment A and the internship offer letter are due to the Office of Internship and Career Development no later than **December 15** for Spring internships, **May 11** for Summer internships, and **August 15** for Fall internships. If a student is in the final stages of internship approval waiting for an official offer and the deadline is approaching, students **MUST** notify the Office of Internship and Career Development. In many cases, we are able to assist in securing offer letters in time for you to successfully complete course registration. The deadlines are in place to ensure that no student's course load is jeopardized by an unconfirmed internship.
- The 450 Application **must** be approved before the student begins work.
- Internship credit should occur during the timeframe the work occurs. Exceptions are occasionally considered for summer internships with advance approval. All exceptions **must** be approved by **May 11**.

### **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](mailto:tstephens@agnesscott.edu).