Fairfield University
DOLAN
School of Business

Internships for Academic Credit

Qualifications, Requirements, and How to Apply

Getting Academic Credit for your Internship

Students who meet the qualifications below may opt to have their acquired internship count for academic credit. Both paid and unpaid internships can be done for credit. There are several reasons why you might consider applying for academic credit:

- Many unpaid internships will require you to receive credit for the internship
- Replacing a traditional elective class with an internship course will give you a more flexible schedule for completing internship hours
- The Director of Internships & Professional Development and the Faculty Chair of your internship subject area will serve as resources to you during the semester to assist with any questions and offer advice

DSB students can do a maximum of two 3-credit internships and two 1-credit internships in the fall, spring, or summer semesters.

Three Credit Internships

Qualifications

- Have completed your sophomore year
- Have a minimum overall GPA of 2.50 or higher (no rounding permitted)
- Have officially declared a major in the School of Business
- Acquire an internship related to one of our DSB majors (Accounting, Finance, Information Systems, International Business, Management, or Marketing)
    - While most students opt to find an internship in either their major or their minor, students can choose to do the internship course in any business discipline
- Apply for credit within 2 weeks of the beginning of the semester in which you're interning

Please note: For-credit internships can be used as either your required business elective or one of your free electives. They cannot be used in place of any major or minor courses unless you are an International Business major.

*Requirements:**

- Submit a For-Credit Internship Proposal on OrgSync through the DSB Professional Development Series portal
- Complete a minimum of 144 hours at your internship (approximately 12 hours a week for 12 weeks)
- Submit a monthly log of your hours
- Complete a 6-8 page paper on your internship experience and how it relates to your academic coursework
- Complete an internship evaluation survey

**International Business majors using the internship as an applied elective for the major will have different requirements.*

One Credit Internships

Qualifications

- Have completed your freshmen year
- Have a minimum overall GPA of 2.50 or higher (no rounding permitted)
- Acquire a business-related internship
- Apply for credit within 2 weeks of the beginning of the semester in which you're interning

Requirements:

- Submit a For-Credit Internship Proposal on OrgSync through the DSB Professional Development Series portal
- Complete a minimum of 80 hours at your internship (approximately 8 hours a week for 10 weeks)
- Submit a monthly log of your hours
- Complete a 1 page reflection paper on your internship experience
- Complete an internship evaluation survey

Please note: The 1-credit internship does not satisfy any course requirements for graduation.

Summer Internships for Academic Credit

Students who meet the qualifications may opt to have their acquired summer internship count for academic credit. Summer internships are not included in tuition. Students choosing this option are required to pay for the credit(s) when registering.

Applying for Academic Credit

- Complete and submit a For-Credit Internship Proposal on OrgSync under the DSB Professional Development. **You must have the following information to successfully complete the form**:
    - Site supervisor name, title, phone number, address, and email
    - Start and End Dates
    - Number of credits you wish to earn
    - Internship description

- After submitting your proposal the Director of Internships & Professional Development will contact the designated supervisor to gather additional information about the opportunity including learning outcomes.
- The Director of Internships & Professional Development and a Department Head will review the opportunity for academic and experiential criteria and will contact the student with their feedback at their earliest convenience.
- After receiving approval for the internships, the student will meet with the Director of Internships & Professional Development, by stopping by DSB 1121 during Quick Question hours or emailing her to schedule a time to review and complete the "For-Credit Internship Application."

Internships must be approved prior to starting the position or within the first few weeks of any semester.