

# 12 Frequently Asked Internship Questions

## ***Why enroll in an internship?***

The value of enrolling in an internship is manifold:

- ✓ Counts as an upper-level course.
- ✓ Great off-campus learning experience.
- ✓ Good place to network.
- ✓ May turn into a paying job.
- ✓ Good place to get a letter of recommendation.

## ***Who can enroll in an internship?***

Every Old Dominion Student is guaranteed an internship. The University does its best to match an internship with your preferences, but there is no guarantee you will receive your first preference. We offer internship credit for people majoring in Political Science, Geography, or International Studies.

## ***What are the deadlines for enrolling?***

Generally, there is not a deadline for enrolling in an internship. However, it is best to enroll in an internship when the semester (or summer) begins, usually at the same time as you enroll in your other courses. Often, however, the identification and confirmation of an internship opportunity may take three or four weeks. If the semester enrollment deadline for courses is passed, then we can still get you enrolled into an internship course. See the Department's internship coordinator for the late procedure. If we are too far into the semester, then we may ask that you wait and enroll in the next internship session.

## ***How many credits are internships?***

The Department offers 1, 2, 3, and 6 credit internships each semester and in the summer. The course titles are: POLS 368 Internship and GEOG 368 Internship. The CRN# following the course title in your list of course offerings distinguishes the number of credits for the internship course.

## ***How do the credits count towards my major/graduation?***

If you are a **political science major**, then you may take up to 6 credits of POLS 368 Internship. A maximum of three credits may count towards your upper division political science elective requirements. Depending on the substance of the internship, these three credits may count towards the American Government/Public Law emphasis area or the International Relations/Comparative Politics emphasis area -- you must have your advisor or the Department coordinator approve in writing where these 3 credits will count. An additional 3 credits internship may be taken – these will count towards the additional courses you must take to meet your 120 credit minimum to graduate, but not count towards an emphasis area.

If you are a **geography major**, then you may take up to 6 credits of GEOG 368 Internship. These three credits may count towards the required credits in the upper division geography elective courses in any one of the emphasis areas (i.e., GIS, Urban, or Environment/Resources). An additional 3 credits internship may be taken – these will count towards the additional courses you must take to meet your 120 credit minimum to graduate, but not count towards an emphasis area.

***How many hours must I work?***

For a three-credit internship you must log a minimum of 135 hours, for a six-credit internship you must log 270 hours.

***What if I don't complete the number of required hours prior to the end of the semester?***

Although we encourage you to complete your internship requirements by the end of the semester, depending on when you began your internship and/or how many hours you log per week, you may not necessarily complete the internship by the end of the semester. In this event, contact the Department's internship coordinator and provide an explanation. Assuming a substantial portion of the required hours has been completed, a timeline for completion of the remaining work will be discussed. The internship coordinator may use discretion and issue an "I" (incomplete). As a rule, the expectation is that the remaining hours and requirements will be completed in a timely fashion within the following weeks.

***How am I graded?***

All internships are issued either a "P" (pass) or an "F" (fail).

***Do internships count toward a minor?***

No.

***Do I get paid to do an internship?***

Some internships are paid, but many are not. The sponsoring organization is responsible for managing your payroll.

***Are internships competitive?***

Some internships are competitive in that the sponsoring organization may ask you to complete a separate application process. The sponsoring organization may have deadlines for application and may not inform you of a decision until well into the semester.

***Do I have to pay school tuition for my internship?***

Yes. Since you are enrolling in a course titled either POLS 368 Internship or GEOG 368 Internship, the University treats this as a class and charges you standard enrollment fees.

***Will my internship appear on my transcript?***

Yes. The format and style will be identical to any other University course with the exception that a “P” (pass) will appear in the grade column. The “P” is not calculated into your grade point average.