

Getting Credit for Internships

Internship Credit *“Applying Theory to Practice”*

Each year approximately 30% of our interns who want credit are successful in obtaining it. For a list of classes which generally accept our internships for academic credit see next page

Departments not listed above generally do not offer credit, or have their own programs. If you believe that your internship project lends itself to a research study that directly relates to the theories taught by your department, you may want to explore your ideas with a faculty member under a 199 Independent Research course number.

Make sure you meet the prerequisites for the above departmental internship courses. As a general rule, most departments require junior or senior standing, 3.0 GPA or better, and that you are a declared major of the department. Some will also require specific course work. Consult your course catalog for details.

Obtain the 199 course proposal form from your departmental Undergraduate Advisor. The form will need to be signed by your Faculty Sponsor and returned to the department before you can enroll or add the class.

Find a Faculty Sponsor. *No faculty member will sponsor you for the internship experience alone!* The units you receive are based upon the academic learning that results from the experience as reflected in the research paper and/or journal you prepare. It is your responsibility to explain how you see your internship experience relating to some theory you’ve studied along with a tentative outline on what type of research paper you would like to write. Your Faculty Sponsor can help you refine and explore supplemental articles or books related to your research topic as the quarter progresses.

Use our Certificate Program as support for your proposal. Share your job description as a starting point when negotiating for credit. Explain the evaluation forms that are required by our program. Your Faculty Sponsor will be reassured to know that your internship is part of a pre-professional, university sponsored program.

Most faculty do not get release time or monetary credit for helping sponsor you in these courses. So, the more prepared you are, the better chance you will have. This is especially true if your proposal ties in with a particular faculty member’s area of expertise. Good luck!

Use our Certificate Program if your employer requires academic credit to get an internship. Most students do not want to pay additional summer registration fees for units they do not need, or cannot get depending upon their department. Yet, most media and entertainment employers require their interns be enrolled for academic credit in the summer. For this reason, we provide a letter of sponsorship verifying registration with the program for university certification which often substitutes for the credit being asked for. To obtain this letter and the forms required for certification, see the Career Employment Drop-in Advisor.

UCSB CLASSES WITH INTERNSHIP OR FIELD WORK COMPONENTS

Anthropology 190: Cultural Anthropology Internship

Art 192: Art Studio

*Art 199: Independent Study

*Asian American Studies 199: Independent Studies

*Black Studies 199: Independent Studies

Chemistry and Bio Chemistry 193: Internship in Chemistry

Communication 191: Applying Communication to Internships in Organizations

Computer Science 193: Internship in Industry

*Dance 199: Independent Studies in Dance

Earth Science 192 (Geology): Field Internship in Engineering

Economics 193: Internship in Economics

Education 191 a-c: Various Internship Possibilities

ECE193: Internship in Industry

English 195I: Internship in English

Environmental Studies 192: Internship in Environmental Studies

EEMB 184: Internship in Biological Sciences

Exercise & Sport Studies 193: Internship in Exercise Science, Physical Ed., and Sport

Film and Media Studies 195I: Internship in Film/Television

History 196: Internship in History

History of Art and Architecture 141B: Internship

History of Art and Architecture 141C: Visual Technologies Internship

History of Art and Architecture 141E: University Art Museum Internship

Interdisciplinary Studies 192DC: Washington Center Internship

Interdisciplinary Studies 192S: Sacramento Center Internship

Latin American and Iberian Studies 196: Internship

Law and Society 192: Field Research in Law and Society

Linguistics 191: Internship in Linguistics

Mathematics 193: Internship in Mathematics

Mathematics 195: Internship in Mathematics (Teaching)

MCDB 184: Internship in Biological Sciences

Mechanical Engineering 193: Internship in Industry

Philosophy 192: Internship in Philosophy

Political Science 192: Field Research in Political Science

*Psychology 199 (199P): Independent Research in Psychology

*Sociology 199: Independent Studies in Sociology

Spanish and Portuguese 196: Internship

*Speech and Hearing Sciences 199: Independent studies

Statistics and Applied Probability 193: Internship in Statistics

*Theatre and Dance 199: Independent studies in Dramatic Arts

*Women's Studies 199: Independent studies in Women's Studies

Writing Program 150: Internship in Writing

**Only a 199 Independent research available for this major (199 Independent Research is also available for almost every major)*

Internship Certificate Program

Students applying for internships may wish to consider enrolling in the UCSB Career Services Internship Certificate Program. Here are some reasons why:

- **LEGAL REASONS-** Some employers require proof of academic credit before they will consider hiring a UCSB intern. This is a common practice for internships in the entertainment and media fields, or with companies not offering salaried positions. Most students, however, do not need or want the added work associated with departmental credit. The certificate program can then be used in place of academic units.
- **PROTECTION-** The evaluation forms provide UCSB interns with written documentation in case problems arise. Career Services is also in a better position to advocate on behalf of a UCSB intern.
- **NEGOTIATION OPPORTUNITIES-** The forms provide a useful framework for requesting special work projects to enhance the assigned duties while exploring other avenues for learning more about the industry and profession.
- **FEEDBACK & EVALUATION-** The forms give a waiver to obtain written as well as verbal feedback about one's performance or potential within the career field.
- **CERTIFICATE-** Students receive an official certificate signed by Career Services that documents the hours and learning resulting from the internship experience. Some students find it useful when applying for future graduate or professional schools.

Interested? If so, let your intern supervisor know you would like to participate in this Program. Make sure the internship is listed on GauchoLink, our jobs and internships database, or that you have a copy of the job description. Next, print out the following INTERN FORMS available on our website:

- **LEARNING AGREEMENT-** Signed by you and your supervisor and mailed to our office within two weeks of your internship. This form outlines learning outcomes for your internship experience.
- **EMPLOYER EVALUATION-** Completed by your supervisor at the end of your internship program or half way through it. You can request which you prefer as well as a copy for your records. Your supervisor mails this to us before you leave. If appropriate, you may also request a letter of recommendation from them on their business stationary to use in future internship or job applications.
- **EXIT EVALUATION-** Completed by you to give feedback for future students on the value of your experience and any suggestions you would give to make it better. Return to our office when you complete your internships.

Note: If an employer requires university recognition of the internship, we are able to provide a Letter of Sponsorship with our Internship Coordinator's signature to ensure that the Learning Agreement has been received and the intern (you) is on track to complete the program. If your internship sponsor would like a Letter of Sponsorship, please do not hesitate to contact us.

Besides the evaluation forms, students are also required to complete a minimum of 100 hours. To request your certificate, stop by the Career Employment Desk. Allow at least two days before returning to pick up.


GauchoLink

PUTTING SCHOLARSHIP, LEADERSHIP, AND CITIZENSHIP TO WORK

