

IDCE Internship Requirements for Graduate Students

IDCE faculty can assist students in identifying internship opportunities; however, students are encouraged to identify their own internships. Internships can be done for credit, as negotiated with faculty, and depending on the opportunity, interns may also earn a stipend paid by the host agency. You must complete all steps of the Internship Requirements in order to receive credit.

Step 1: Search for an Internship

Search the Internet, job listings, the Careers Database on the IDCE website, IDCE ALL email messages, and the IDCE internship files in the IDCE Student and Academic Affairs Office for possible NGOs or local institutions that have paid or unpaid summer or semester internships. Talk to faculty who may know of openings. Ask second-year IDCE grad students and alums where they found internships. Inquire with a personal call, letter, or formal email to request updated information from an organization of your choice about current internships available and/or an application for internships. For a summer internship, begin your search by October or November.

Step 2: Apply for the Internship

Once you find an internship that interests you, apply well before the deadline. Competition will be stiff for choice internships.

Step 3: Complete an Internship Report

Once you have secured the internship, begin to fill out the **Internship Report**. This is a short paper that answers some general questions about the place of your internship. This report should be returned to the Student and Academic Affairs Office by the time your internship is complete.

If you wish to receive academic credit for your internship, continue on with Step 4.

Step 4: Get Internship Approval

Once you secure an internship, fill out an **Internship Proposal** form. Complete the form and meet with your faculty sponsor to describe your internship, its relevance to your studies, and the appropriate academic component that you wish to pursue. Once your faculty sponsor approves your internship and signs the application form, return two signed copies of the completed **Internship Proposal** form to the Student and Academic Affairs Office to be added to your student file.

Step 5: Register Your Internship for Credit

An internship must be a minimum of 210 hours to qualify for academic credit. You will need to secure a faculty sponsor to oversee your internship and complete an academic component in order for it to count towards one credit. You can register for academic credit for a summer internship in the fall semester following the internship **ONLY** if you have completed an **Internship Proposal** form and received approval from your faculty sponsor in the previous spring semester.

Academic Component

Before starting your internship, discuss the internship with your faculty sponsor, so that he/she can determine the academic component that best fits your internship. Your faculty sponsor must sign off on your academic component in order for you to receive credit. The options include:

1. Research Paper: A 15- to 20-page paper describing a research topic that you explored during the internship.

2. Research Materials: Produced as part of your internship, this is research that you carried out for the organization, such as a handbook, manual, report, or study.

Step 6: Complete the Internship

Before the final week of your internship, have your internship supervisor complete the **Internship Supervisor Evaluation** form and send it to the Student and Academic Affairs Office. Remember to fill out the **Internship Report**, too, and return it to the Student and Academic Affairs Office by the time your internship is complete.

Step 7: Complete the Academic Component

If you wish to receive credit, submit the academic component of your internship to your faculty sponsor within four weeks of completing the internship. This is the **Research Paper** or **Research Materials**. Talk to your faculty sponsor for guidelines and expectations regarding your academic component.