



HIGH POINT UNIVERSITY

Career and Professional Development

Internship for Academic Credit

Student Instructions

Please review the following checklist to ensure that your online application is completed properly. For assistance, make an appointment with Faith Cochran, Assistant Director of Internships by emailing fcochran@highpoint.edu

ELIGIBILITY

To earn credit within your major (and some minors) for 3, 4, 6, 8, 10 or 12 credits -

- Internship applicants must be full-time, degree seeking HPU students in good disciplinary standing. Students must have at least **60 credits** with a cumulative GPA of **at least 2.0**, while students within the Nido R. Qubein School of Communication must have a cumulative GPA of **at least 2.3**. The GPA in major must also be at least 2.0. Some departments may have higher criteria and specific credit requirements so please check with your faculty adviser for more information.

To earn elective credit through EXP 1402 for 1 or 2 credits-

- If you are seeking course credit and have not completed 60 credit hours, but have at least 16 credit hours and a 2.0 GPA, please consider enrolling in EXP 1402. You may also consider this option if your internship site requires that you earn academic credit. This course can only be completed once. For more information, reach out to Doug Hall at dhall1@highpoint.edu or visit [Exploring Your Major and Career Path](#).

REQUIREMENTS

- Students must complete **40 work hours per academic credit** and may apply for internships in the increments of-
 - 3, 4, 6, 8, 10 or 12 credits for internships within your major (and some minors) **OR**
 - 1 or 2 credits for EXP 1402
- Internships must coincide with either the fall, spring or summer semesters.
 - During the fall and spring semesters, any overload fees will apply if your internship takes you over the allotted 18 credits. Please visit the Registrar's Office to pick-up the overload form. The form must be signed and approved by the Dean of your school, and returned to the Registrar's Office **before** you can get registered.
 - During the summer semester, you will be registered for summer school and will be charged tuition according to the per-credit hour summer rate. These rates may differ from the per-credit hour tuition in the fall and spring. For more information, click [here](#).
- All interns are required to have both an internship Site Supervisor (someone who will supervise you when you are at your internship site) and a Faculty Supervisor (a faculty member who will assign you a grade of pass/fail at the end of the semester).
 - NOTE: Please make sure that you speak with your Faculty Supervisor prior to listing them on your internship application. Your Faculty Supervisor is responsible for assigning you a grade at the end of the semester and will need to be aware of all students that they are supervising at the start of each semester.

- During the internship period, a record of work (time log) must be submitted electronically each week. The student and Site Supervisor will also complete midterm and final evaluations of the student's progress. **Additional assignments or expectations vary by department.** For more information, please visit our [During The Internship Tab](#).
- Internship credits may not be earned for part-time work or fewer hours than stated in the contract. Any contract modifications must have prior approval from the Faculty Supervisor, Department Chair, and Career and Professional Development.
- The work area and internship responsibilities must have academic relevance and future occupational interest. To qualify as an internship site, hosts must meet the criteria established by Career and Professional Development.
- Students are limited to a maximum of 12 hours internship credit towards graduation requirements during their academic career.

RESPONSIBILITIES

The HPU [Internship Responsibility Agreement](#) details the internship responsibilities for each party involved. For additional clarification, please reach out to Faith Cochran at fcochran@highpoint.edu.

ON-CAMPUS INTERNSHIP POLICY

Students are encouraged to pursue **off-campus** internships for an educational experience that allows professional development, networking opportunities, and exposure in their desired field. If a student is interested in pursuing an **on-campus** internship, additional steps must be taken.

Approval of **on-campus** internships are at the discretion of the Dean of your school. Consent is dependent on the internship job description, the student's major, and the student's future occupational interest. To receive academic credit for an **on-campus** internship, the student must:

1. Have their Faculty Advisor and Department Chair sign the HPU [On-Campus Internship Agreement](#)
2. Have their Academic Dean sign the HPU On-Campus Internship Agreement
3. Complete the [Student Instructions](#) for an internship for academic credit
4. Upload the signed On-Campus Internship Agreement to their Purple Briefcase application under the documents portal

Internship Site Supervisors are required to fill out the following:

- [Internship Responsibility Agreement](#)
- [Midterm Evaluation Form](#)
- [Final Evaluation Form](#)

Site Supervisors must review the [Career and Professional Development Internship for Credit Page](#) and adhere to all policies. We strongly encourage Site Supervisors to have a face-to-face meeting with the student to discuss their midterm evaluation form and final evaluation form, in addition to completing the online form.

DEADLINE

The deadline to register an internship for academic credit is three weeks after High Point University's drop/add date, and is contingent on the start date and end date of the internship, with the ability to log future (not past) internship hours. Students can NOT receive retroactive credit. Students must complete the appropriate number of work hours to receive the desired number of credits by the last day of the semester. Students must complete 40 work hours per academic credit.

BEFORE APPLYING FOR ACADEMIC CREDIT

1. Review HPU's internship [eligibility, requirements, responsibilities, on-campus internship policy, and deadline](#) to ensure compliance.
2. Meet with your faculty adviser to confirm that your desired internship is eligible for academic credit and to discuss the items below-
 - a. Job description provided by your site supervisor
 - b. Determine [Learning Objectives](#)
 - c. Determine course subject code (Ex. HRE, COM, BUA)
 - d. Determine course subject number (Ex. 4811, 4812, 4813)
 - e. Determine course credit hours (Ex. 4, 6, 8)
 - f. Determine course instructor name and email
3. Meet with Faith Cochran, Assistant Director of Internships to discuss Purple Briefcase application.
4. Have your site supervisor sign the HPU [Internship Responsibility Agreement](#) ensuring their duties and responsibilities. This form will be required for the internship application.

APPLICATION PROCESS

5. Log in to [Purple Briefcase](#) using your HPU email and password.
6. Under MY BRIEFCASE on the left side of the page, click EXPERIENTIAL.
7. Click START AN APPLICATION and fill out the application in its entirety.
 - For BRIEFLY DESCRIBE THE POSITION, LEARNING OBJECTIVES, AND OTHER IMPORTANT FACTORS, please copy and paste the documents you discussed with your faculty advisor (during steps 2a. and 2b.) **Are you a communications major? If so, please include your COM GPA.**
 - For COURSE SUBJECT NAME, type *Internship*
 - For COURSE SUBJECT CODE, COURSE SUBJECT NUMBER, COURSE CREDIT HOURS, COURSE INSTRUCTOR NAME, and EMAIL, type in the information provided by your faculty advisor (during steps 2c.-2f.).
8. Read the TERMS OF SERVICE at the bottom of the application.
9. Once completed, SUBMIT APPLICATION.
10. After the above steps are complete, your application will be emailed to your faculty advisor for approval.

AFTER APPLYING

11. When your faculty supervisor approves your application, you will receive an approval email and you will be able to view it by clicking on EXPERIENTIAL and then CURRENT ACTIVITIES.
 - If you have not received an approval email within 3 business days, please send a friendly email to your faculty advisor to ensure they received the application.

DOCUMENT UPLOAD & APPROVAL PROCESS

12. Once your application is approved by your Faculty Supervisor, click CURRENT ACTIVITIES.
13. Under DOCUMENTS on the right side, click on the notepad icon and upload the files below-
 - Signed copy by the student AND site supervisor of the HPU's [Internship Responsibility Agreement](#) (mentioned in step 3). Please upload the entire document, not just the signed page.
 - Copy of unofficial or official transcript (this can be found online through Student Planning)
 - Copy of resume
 - Copy of learning objectives (mentioned in step 2b.)
 - Copy of job description
 - Copy of [On-Campus Internship Agreement](#) (if your internship is located on HPU's campus)
14. Email fcochran@highpoint.edu to confirm that your application is complete and to ensure that you are enrolled in the class.

DURING THE INTERNSHIP

Interns are evaluated by both their Site and Faculty Supervisors on progress towards their learning objectives. Evaluations generally fall into the following categories: performance as a member of the staff, performance on assigned tasks, professionalism and ethical behavior, ability to work with others, and potential for work in this field.

Keep in mind that your specific department may require more than what is listed below during the course of your internship. It is important that you check with your Faculty Supervisor or your Department Chair to make sure that you are aware of all additional requirements before beginning your internship. All paperwork must be submitted electronically.

Weekly Time Log

Time Log Due Date= Every Sunday at midnight

You cannot begin logging your hours until after you complete the entire application process and are registered. In order to receive a "P" for your internship you are required to keep Weekly Time Logs of the hours that you work on-site. These logs serve as proof of your hours worked and must be submitted on Purple Briefcase. A copy of these logs will be visible to the student, the faculty supervisor and the Office of Career and Professional Development.

- Log in to [Purple Briefcase](#) using your HPU email and password
- Under MY BRIEFCASE on the left side of the page, click EXPERIENTIAL
- Click CURRENT ACTIVITIES
- Click the clock icon under TIME ENTRY
- Under TIME ENTRY, input the appropriate time range and number of hours completed for the previous week
- For the ACTIVITY TIME ENTRY COMMENTS include three to five sentences detailing exactly what you did that week and how it ties back to your learning objectives
- Click ADD TIME

Midterm Evaluation

At the mid-point of your internship (when you have completed half of the total number of required hours) both the student AND Site Supervisor will complete separate Midterm Evaluations.

Please email the [Midterm Evaluation link](#) to your Site Supervisor so that they can complete the evaluation in a timely manner AND access the link [here](#) to complete your individual evaluation. These evaluations will keep all parties up-to-date on the progress that you have made at your internship site thus far. Once submitted, a copy of these evaluations will go to the Faculty Supervisor, Site Supervisor, and the Office of Career and Professional Development.

Final Evaluation

At the end of your internship (when you have completed all required hours) both the student AND Site Supervisor will complete separate Final Evaluations. The evaluations are due on or before the last day of class for that particular semester.

Please email the [Final Evaluation link](#) to your Site Supervisor so that they can complete the evaluation in a timely manner AND access the link [here](#) to complete your individual evaluation. Once submitted, a copy of these evaluations will go to the Faculty Supervisor, Site Supervisor, and the Office of Career and Professional Development.