

Getting Started with Internships

What is an internship?

An internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students earn academic credit for the experience, and the work/learning arrangement is overseen by a Hamline faculty member as well as a designated employee of the internship organization. Internships span the length of an academic term, must be a minimum of 120 hours (150 for Legal internships), and may be paid or unpaid. An integral component of the experience that distinguishes it from other types of work is the structured and deliberate reflection contained within the internship learning objectives.

Basic Requirements:

- Students must register their internships by the add/drop deadline for the term. Individual Internships (those not connected to an internship or practicum seminar) must be registered by having the Internship Program Coordinator sign an add/drop form. Internships through an internship seminar or practicum seminar should be registered via Pipeline.
- Students must complete a minimum of 120 hours of work at the internship site over the course of the term that the internship is registered. Students in the Legal Studies Practicum must complete 150 hours.
- Students must have a faculty supervisor.
- Students must have a supervisor at their internship site.
- Students must complete a LEAP Learning Agreement, a midterm and a final evaluation.
- Consult with your academic department to determine any additional requirements specific to your program.

Credits:

- Individual Internships may be registered for 2 credits or 4 credits. The requirements are the same for both options. The 2 credit option can help minimize costs when doing an internship over the summer term, or when adding a 4 credit internship would cause you to go over your credit maximum during a given term.
- ALL successfully registered/completed internships will also give you the Hamline LEAP credit (the “P” in the Hamline Plan).

Timeline and Resources for Getting Started:

- Schedule an appointment with the Internship Program Coordinator to discuss your interests and identify specific resources for your search. Research the types of organizations at which you would like to intern to get a sense of their application deadlines. These can be anywhere from 3 - 4 months, to a full year in advance, depending upon the size and competitiveness of the program.
- Review the Internship Guide in the “Internships” section of the CDC website: www.hamline.edu/internships
- Register for Hamline Career Link, the job and internship posting service of the Career Development Center, available on the CDC website: www.hamline.edu/cdc.
- Visit the “Internship Search Resources” page of the CDC website for links to other search pages and organizations that offer ongoing opportunities throughout the Twin Cities area.
- Once you begin submitting applications, pick up an internship packet in the Career Development Center and check-in with the Internship Program Coordinator to get registration information.