

## Skidmore College Internship Credit Advice

### Internship Resources

The Career Development Center (Starbuck Center) maintains an electronic library of internships. You can register for and access these listings by visiting the Career Development Center in Starbuck Center. Many students locate their own internship sponsor through family or alumni contacts or simply by approaching an organization directly.

### Academic Credit

As you search for an internship source and construct the proposal, keep in mind that you are seeking academic credit in a liberal arts context. Thus, the internship activities need to provide links with your Skidmore education. The more that you and the on-site supervisor can identify informing concepts (theoretical as well as hands-on knowledge), the more likely the faculty are to support your endeavor for credit. Internships that are largely clerical in nature are not eligible for higher education credit. Also, refer to the College Catalog to see how much credit your sponsoring academic department has approved for a 299 or a 399-level internship.

### Internships outside of the United States

For internship credit while studying abroad, consult with the Office of Off-Campus Study & Exchanges in Starbuck Center. Any proposal to earn internship credit at a location outside of the United States must go through a program in the country in which the student is completing the internship. The student can request to transfer the credit back to Skidmore. Students should have a faculty sponsor or academic institution in the country where they are completing the internship.

### Proposal Process

The internship proposal involves you in a three-way “contract” negotiation. The content description on the proposal needs to reflect an agreement that meets your interests, the expectations of a Skidmore faculty sponsor (who will evaluate the internship for credit and for a grade), and an on-site supervisor (who will guide your on-site activities). Your role in bringing about this agreement is fairly complex, but it is also educational. We can help you with the process if you give us enough lead time. Receiving all the necessary information and approvals for an internship proposal can be a lengthy process and needs to be completed prior to the start date of the internship.

### Time Commitment and Proposal Deadlines

You must meet established deadlines for submitting completed internship credit proposals to [osaa@skidmore.edu](mailto:osaa@skidmore.edu). **Under no circumstances will late proposals be accepted.** Skidmore will not retroactively approve credit for experiences undertaken without the formal sponsorship and guidance of a Skidmore faculty member and without a completed internship proposal submitted before the commencement of the internship.

### Winter Break

Skidmore does not offer a winter term and therefore cannot offer credit for internships that begin and end between the fall and spring terms. An internship may begin prior to the start of the spring semester as long as it ends at least 30 days into the spring term. If credit is approved, the credit will

be included as part of the student's spring semester credit load. As always, any internship must meet contact hour/duration guidelines and have faculty sponsorship.

**Costs and Registration**

Keep in mind that students will be charged the regular application and tuition fees, as for any other credit-bearing course taken during the academic year at Skidmore.

**Summer Session Tuition Rate**

For internships for credit during the summer the tuition is \$345 per credit hour.

**International Students**

If you are an International Student, you must check with The Learning Commons (formerly Student Academic Services) before submitting your Internship Credit Proposal as there may be Visa implications.

**Incoming First-Year Students**

Incoming First-Year Students are not eligible to apply for internship credit. Students must complete at least one semester in residence at the College before pursuing a credit-bearing internship.