

Credit Options for Internships

	Faculty Sponsored- FEP 200 (up to 1.0 credits)	Career and Community Engagement Center- FEP 201 (0.50 credits)
Definition	Students must ask a faculty sponsor who agrees to help them develop the content and form of the academic reflection, as well as provide assessment of whether the work merits the credit requested.	This is an online course taught by Career and Community Engagement Faculty and Staff. Setting intentional goals, self-assigned readings, four (4) essays, and a post-internship workshop are required.
Field Site	You need to secure a field site and a faculty sponsor.	You need to secure a field site.
Sponsor	A faculty member who has agreed to work with the student. The student is responsible for soliciting the faculty member. This may or may not be your faculty advisor.	Career and Community Engagement faculty and staff are the instructor(s) for the course.
Tuition	Tuition for academic credit internship registration is included in your full-time tuition rate if you are enrolled as a full-time student for the Fall or Spring term, so no additional charges are incurred. If a student is not enrolled full-time and not paying tuition as a full-time student already, then the tuition charge is based on the academic year's tuition rate for individual credit registration (prorated for less than 1 unit).	Tuition for academic credit internship registration is included in your full-time tuition rate if you are enrolled as a full-time student for the Fall or Spring term, so no additional charges are incurred. If a student is not enrolled full-time and not paying tuition as a full-time student already, then the tuition charge is based on the academic year's tuition rate for individual credit registration.
Summer Tuition	Summer tuition for credit internship registration is based on a special field experience/special project rate to encourage students to pursue summer field experiences, internships, special projects or other research. Any summer internships registered for credit beyond 2 units of credit or beyond two for-credit experiences will be charged tuition at the regular per unit tuition rate for the academic year. Tuition is billed through the Bursar's office. To inquire about tuition amount please contact the Bursar's office.	Summer tuition for credit internship registration is based on a special field experience/special project rate to encourage students to pursue summer field experiences, internships, special projects or other research. Any summer internships registered for credit beyond 2 units of credit or beyond two for-credit experiences will be charged tuition at the regular per unit tuition rate for the academic year. Tuition is billed through the Bursar's office. To inquire about tuition amount please contact the Bursar's office.
Hours Required	A full unit of internship credit assumes between 90 and 150 hours, depending on requirements as negotiated between the student and the faculty sponsor.	Minimum of 45 hours on site.
Grading	No grade is given. Successful completion of the internship will show as "CR" for Credit on your transcript. Not completing the internship will show as "NC" for No Credit.	No grade is given. Successful completion of the internship will show as "CR" for Credit on your transcript. Not completing the internship will show as "NC" for No Credit.
Registration Deadlines	Summer '20- First week of June Fall '20- Mod 1: Sep. 14, Mod 2: Nov. 6 Spring '21- Mod 1: Jan. 22, Mod 2: March 19 *or start date, whichever date is earlier	Internships must be registered before the first day of work at the internship site.
Registration Forms	Completed forms go to the Registrar's Office. <u>You will be enrolling in FEP 200.</u>	Completed forms go to the Registrar's office. <u>You will be enrolling in FEP 201.</u>
Drop Dates	Fall '20- Mod 1: Sep. 25, Mod 2: Nov. 20 Spring '21- Mod 1: Feb. 5, Mod 2: April 2 *Contact your faculty sponsor and the registrar's office to drop internship	No drop deadline. Student may drop the internship at any time during the internship by contacting the appropriate Career and Community Engagement Staff and the registrar's office.

Please be advised that for a single experience you can register for FEP 200 or FEP 201 within one semester, but NOT both