



Frequently Asked Questions



What's the difference between an academic internship and a job?

- An academic internship always has a learning component attached to it. The main purpose behind an academic internship is that the intern will utilize the professional organization to gain valuable work-related experience in an area of interest.

Student Specific

Why should I consider an internship?

- An internship will provide a unique opportunity to learn while working in a specific career field and allow you to test your skills and interests in that field.
- It can help you see, while you are still a student, the value of your liberal arts studies and how classroom theory applies in a work setting.
- An internship will tell you a lot about your own personal aptitudes and preferences. It will give you that hard-to-come-by prerequisite for many kinds of employment: documented experiences.
- An internship will also give you practice in some valuable job-hunting and interpersonal skills, like setting up an interview and cooperating with your work supervisor and fellow workers.
- Through this experience you will make some useful contacts and possible a reference for future employment.
- Studies show that future employers are more likely to hire students who have completed internship. Over 35% of all entry level jobs go to students with experience.



How early should I begin planning an internship?

- As soon as possible but no later than on full semester before the term in which you would like to complete the internship. Some of the best internships require early application procedures, so research on internship opportunities is best begun two semesters in advance. In short, you can't begin planning an internship too early!

How many credits can I receive for an internship?

- Internships vary in the amount of credit that is awarded. Credit is approved and granted by the department awarding your academic credit. It is the department's decision whether or not you will receive credit and if so, how much. Decisions will be guided by individual department policy. The maximum amount of credit that may be earned for all internship placements combined is 12 credit hours toward your 120 hours to graduate. A minimum of 40 hours of working time is needed for each academic credit requested.

Can any internship be counted toward my major?

- The number of credits and whether credits can be counted toward your major must be determined by individual academic department policy.



Are internships paid?

- Most internships are not paid. The organization providing the internship determines whether or not an intern will be paid. In some cases, you will be allowed to acquire credit and be compensated at the same time.

Is there a tuition charge for internships?

- Since an internship can earn academic, you must pay tuition if you are completing it for credit. If registered as a full-time student, internships are undertaken during the academic year are included in regular full-time tuition fees. Internships undertaken in the summer will be charged regular credit hour prices. NOTE: If your internship takes you out of commuting distance to Potsdam, you are exempt from several fees. Check with Student Accounts to see if you qualify.

Who determines whether or not an internship placement is acceptable and worthy of academic credit?

- The Faculty Sponsor within the department the student wishes to receive academic credit will determine whether or not an internship placement is acceptable.

Who selects the student for an internship placement?

- The Site Supervisor selects the student intern who is most appropriate for the internship placement.



Employer Specific

Who do I contact if I want a student to complete an internship with my organization?

- You should contact the Interim Director of Career Services, Toby White, at 316-267-2836 or email him at whitetj@potdam.edu.

How can I attract a potential student intern?

- The position can be posted on BearTracker which will allow students to search for opportunities.
- Emails will be sent to students who are in a department matching your job description.

Must I send an internship description to SUNY Potsdam each semester I would like an intern?

- No, you will only have to send one detailed description of the intern's responsibilities to the Internship Advisor. The Advisor the listings each semester so you can contact the Advisor to make changes when necessary.

When does an internship placement take place?

- Internships can take place during the academic semesters, winter break, or over the summer. How long an internship placement lasts depends on the host organization, the intern, the faculty sponsor, and number of credit hours.



Would I be responsible for granting the intern a final grade?

- No. The intern's Faculty Sponsor will award a final grade for the internship placement based on the academic component of the internship experience. However, the intern's Faculty Sponsor takes your electronic final evaluations into consideration when granting the intern a final grade.

How many times per week/semester will be required to meet with the student intern?

- Meetings between you and the intern will depend on your time commitments and regular procedures. However, this should be determined prior to the student beginning the internship placement.

Do I have to maintain contact with the faculty sponsor throughout the duration of the internship?

- You are not required to maintain contact with the intern's faculty sponsor during the internship placement. However, you may contact his/her faculty sponsor during the internship placement to discuss the intern's work and/or evaluation for that you will need to complete.



Do I have to have contact with the Career Services Office throughout the duration of the internship placement?

- No, but the Internship Advisor will be available throughout the duration of the student's internship placement for consultation.

Faculty Specific

What paperwork or forms do I have to complete before sponsoring an intern?

- The only documentation you will have to approve in the Internship Proposal/Report the Internship for Credit.

Can students complete an internship before they sign up for an internship?

- If a student wants academic credit, no. They must register for an internship before beginning an internship. Exceptions may occur with approval from the Interim Director of Career Services and the faculty sponsor for extenuating circumstances.