

## CAS Internship for Credit Requirements

A College of Arts & Sciences (CAS) internship for academic credit is a four-way partnership between the Student Intern, Faculty Supervisor, Internship Site Supervisor, and Academic Internship Coordinator. *It is the student's responsibility to arrange credit for an internship through a Variable Credit and Add/Drop Form, and a UP Internship Experience Form (Learning Agreement) approved by the Faculty Supervisor and Internship Site Supervisor.*

### Requirements

1. Student secures an internship.
2. Student asks a Faculty Member in the department for which they would like to receive credit to supervise their internship for credit.
3. Student submits a **Variable Credit Form** and **Add/Drop Form** signed by their Faculty Supervisor to the Registrar's Office (after Friday of week 1, students also need the **Exception to Academic Regulation Form**).
4. Student submits a **University of Portland (UP) Internship Experience Form (Learning Agreement) on Handshake** (under the Career Center tab > Experiences > Request an Experience). Faculty Supervisor and Internship Site Supervisor will approve the submitted form.
5. Student completes Academic Assignments as assigned and graded by the Faculty Supervisor.
6. Student and Internship Site Supervisor complete a Final Evaluation of the internship.

If you have questions about the process, or to view additional resources, please see the [CAS Internships page](#) on PilotsUP or the [Internships page](#) on the Career Center website.

### Common Internship Questions

- **How many credits can I register for?**

Students must complete 40 hours in their internship per 1 credit per semester. If a student wants to register for 3 credits, they must complete 120 hours in their internship (around 8-9 hours per week for the entire semester).

- **Can I receive credit for an internship I completed last semester or last summer?**

No, you cannot retroactively receive credit for a completed internship. To receive credit, students must enroll in the semester in which the majority of the internship takes place.

- **Can I receive credit for my PAID internship?**

Yes, students can receive credit and payment for their internship.

- **Can I turn my volunteer position into an internship for credit?**

Ultimately, it is up to the Faculty Supervisor to approve the internship for credit. We have many students find volunteer positions that they turn into an internship for credit experience (work at non-profits, OHSU, etc.).

- **Is there a place I can find available internships?**

Yes, **Handshake** is the University's online job and internship board. We require all employers post their available positions on Handshake before we promote them to students. Handshake also has a tab for Events where students can find out about employers coming to campus for information & recruitment sessions. Handshake can be accessed at <https://up.joinhandshake.com/> or the MyApps Access portal at <https://myapps.up.edu>.

- **I really need to talk to someone about starting an internship search, who can I contact?**

Students can schedule appointments with the Career Center on Handshake. They can also visit them to make an appointment: they are located in Orrico Hall, Lower Level (beneath the Health Center).