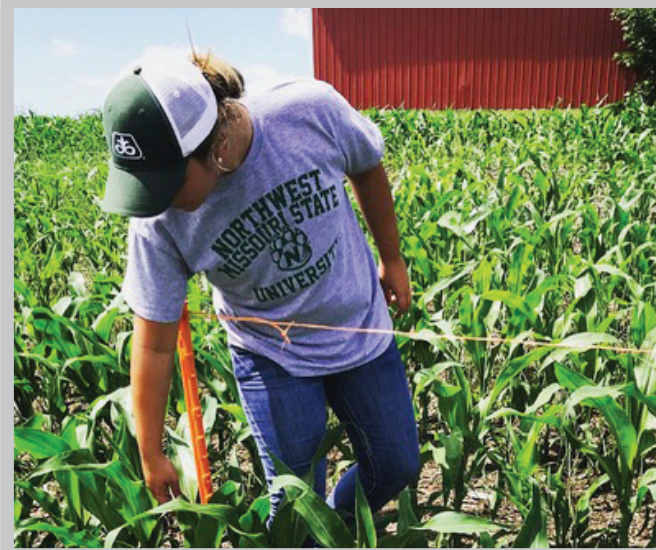


# STUDENT INTERNSHIP QUICK START GUIDE

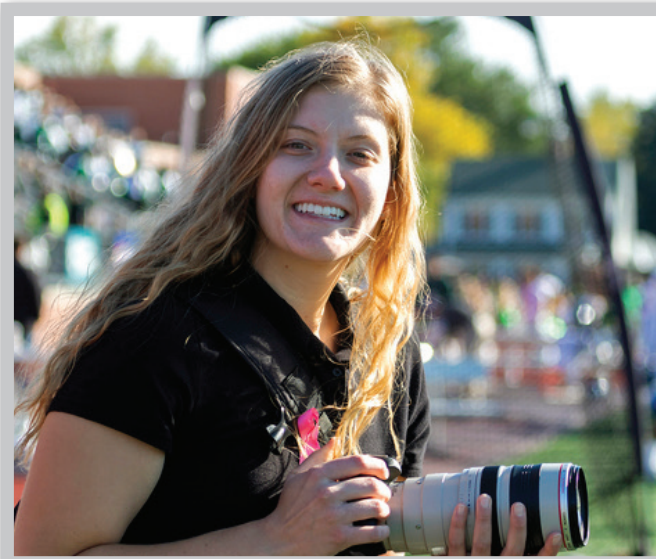


## STUDENT INTERNSHIP DEFINED:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. They also give employers the opportunity to guide and evaluate talent.

## BENEFITS OF AN INTERNSHIP:

Internships are a great way to gain real-world work experience and test-drive a potential career while building a marketable resume.



## Internships can help you:



Network with professionals



Develop and enhance your professional skills



Get more job offers



Find a job more quickly after graduation



Acquire a higher salary in your first job



Focus or confirm your career goals



Internships may be integrated with a regular classroom schedule, completed during a trimester away from the classroom, or during a summer break. They may be paid or unpaid experiences.

# STUDENT INTERNSHIP QUICK START GUIDE

## FREQUENTLY ASKED QUESTIONS:

### Do I have to be a Junior or Senior to do an internship?

No. Internships are open to students at all class levels, some employers may prefer an upperclassmen, but students are encouraged to seek internship experiences as soon as possible.

### Are internships paid?

Sometimes. Internships (even ones done for academic credit) can be paid positions. Some employers offer stipends or other benefits (housing, free food, etc.) to supplement or replace pay for the experience. Pay depends on the employer, industry and type of position. If you require pay for your internship, be sure to include that in your search process.

### How do I start looking for an internship?

Students can start looking for an internship by talking to a faculty member, their academic advisor or the Career Services office. The Career Services website has several links and resources students can use to start searching for an internship.

### Am I required to do an internship to graduate?

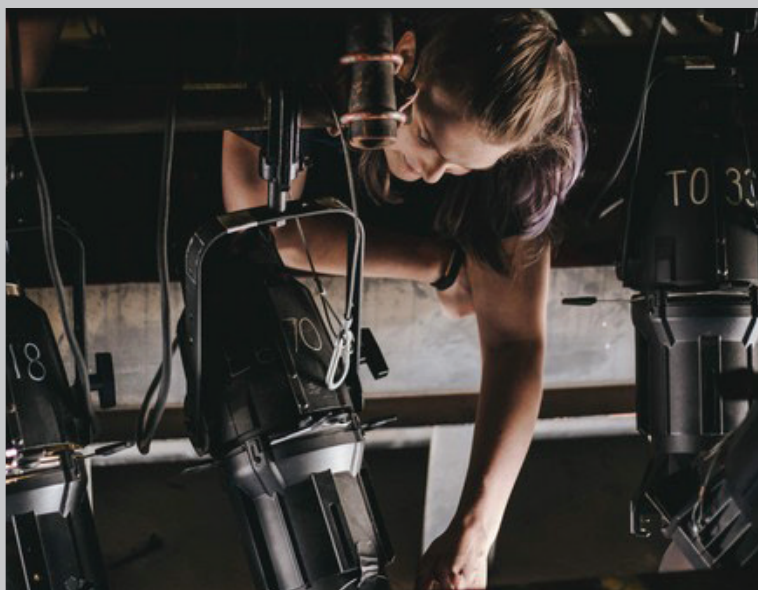
Maybe. Some majors do require an internship to graduate, but not all of them. All students are encouraged to get profession-based work experiences like an internship even if it is not required. Some students complete multiple internships above and beyond what may be required by their major.

### Can I do an internship for academic credit?

Yes. If you wish to receive credit for your internship, it is important that you talk to your academic advisor. Each academic department or school has individual requirements for academic credit internships, and the experience must be approved by a faculty member in order for you to receive credit for it. Students pay for internship credit just like they do any other credit at Northwest and scholarships and financial aid can apply.

### How many hours do I need to work an internship for academic credit?

Hours will vary depending on the position. For academic credit 50 hours of work equals 1 hour or credit. So a 3 hour internship would require 150 hours or work in the internship.



## PROCESS FOR ENROLLING IN ACADEMIC CREDIT INTERNSHIP CLASSES:

Start with your academic advisor or faculty member for department/school-specific information.

### FOR MORE INFORMATION CONTACT:

**Career Services:** Administration Building • Room 130 •  
career@nwmissouri.edu • <https://www.nwmissouri.edu/career>

**Human Resources:** Administration Building • Room 125 •  
hr@nwmissouri.edu • <https://www.nwmissouri.edu/hr>

For subject-specific information and contacts visit  
<https://www.nwmissouri.edu/academics/departments.htm>



For detailed information on how to enroll in closed internship classes for academic credit visit the Career Services website at <https://www.nwmissouri.edu/career/students/AcademicCreditInternshipInstructions.htm>