



How to Register for INT Off-Campus Internship Course

Center for Career and Professional Development

Before registering for the INT course, have you secured an internship?

It is the student's responsibility to secure an off-campus internship. If you need assistance in where to look for an off-campus internship, the Center for Career and Professional Development can assist you.

Where do I go to register and pay for the course?

Students can add the course just like any other class through iROAR. If it is after the last day to register/add a class, contact: Kathy Horner or Kelsey Wilkins. The course fee is \$200, and you pay it in iROAR like tuition.

What is the course prefix, course number, and section number?

Off-Campus Internship Part-Time – minimum of 160 hours	Off-Campus Internship Full-Time – minimum of 320 hours
INT 1010 : 1st Part-time Internship Experience	INT 2010 : 1st Full-time Internship Experience
INT 1020 : 2nd Part-time Internship Experience	INT 2020 : 2nd Full-time Internship Experience
INT 1030 : 3rd Part-time Internship Experience	INT 2030 : 3rd Full-time Internship Experience

What are the benefits of enrolling in an INT course?

Covered by University policies such as liability protection, anti-discrimination, and harassment policies. We will serve as your advocate. The course will also appear on your transcript to highlight your experience as well as protect your financial aid. In addition, you will also receive advice on how to make the best of your experience.

I registered for the course. What are the next steps?

Log into Canvas to locate the INT courses. Please note: the courses may not be live until the first day of the term. All relevant course documents will be found within the course in Canvas. Kathy Horner or Kelsey Wilkins will be in contact with you throughout the term. In the meantime, we always suggest students follow-up with Student Financial Services to discuss any questions regarding financial aid or scholarships.

What are the course requirements?

Contact and Responsibilities Form – On Canvas, you'll find a copy of the INT – Off-Campus Internship Contact and Responsibilities Form. Please check the accuracy of your supervisor's contact information when completing the form.

Prospectus – In Canvas, you will find the link to complete the goal statements and competency proficiency levels.

Internship Workshop – Since most INT students' internship experiences are not in the Clemson area, we use an internship Power Point presentation. The presentation is available in Canvas. You will take a quiz within Canvas.

Hours Documentation – You are required to complete the minimum number of hours appropriate for your course by the posted deadline in the syllabus and provide documentation via a time tracker document located in Canvas.

Final Evaluations – Your last assignment for the internship course is comprised of two online evaluations, one to be completed by you and one by your supervisor. Both documents will be due at the end of the semester prior to final exam dates. The evaluations will be sent via email to you and your supervisor approximately three to four weeks prior to the end of the semester.

Questions – Contact Us!

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We look forward to working with you!

INT Off-Campus Internships - F. A. Q.

Questions	Answers
<p>What is an Internship?</p> <p>What types of experiences qualify for the Career Center Internship Class?</p>	<p>An internship, defined by CEIA (Cooperative Education and Internship Association), is “a work experience related to a student’s major and/or career interest.” It is different than the co-op program in that it is completed during a single semester (14-16 weeks) or short range (10-14 weeks) versus the multiple semesters of a co-op (3 semester commitment). To enroll in the INT courses, the internship must be related to the student’s major or field of interest and at least 50% of the work experience must be at the collegiate level (approval by the instructor required).</p>
<p>What are the types of Internship courses available and how many hours do I work?</p>	<p>Students can either participate in a Part-Time Internship Course (INT 1010 – 160 working hours), a Full-Time Internship Course (INT 2010 – 320 working hours), or an internship course through their major (check Internship Course Listings in our office).</p>
<p>How do I enroll in the course?</p>	<p>The course has an Open Enrollment status. Students can add the course to their course load just as they would any other class. Once enrolled, the course will be accessed via Canvas (note: the course may not be live until the first day of the term). See the chart on page 1 to avoid registering for the incorrect section.</p>
<p>What is the Career Center Internship Contact and Responsibilities Form?</p> <p>What do I do about getting signatures, returning it to you, etc.?</p>	<p>The Career Center Internship Contact and Responsibilities Form is a document to be completed by the student and the internship site supervisor. This document is required to be enrolled in the class and must be submitted to the internship program by the deadline in the syllabus. Students will upload the form via Canvas. If need be, site supervisor signatures can come after the student is on site as long as they meet the last deadline requirement with the form.</p>
<p>How do I get my required documents?</p>	<p>Required documents (Contact and Responsibilities Form, syllabus, training workshops, evaluations, etc.) can be found on Canvas by the first day of the semester.</p>
<p>When are the documents due?</p>	<p>The required INT Contact and Responsibilities Form and workshop are due by the deadline posted in the syllabus. The evaluations are due during the first day of final exams for the semester. Documents are available on Canvas.</p>
<p>How will I know if I have been approved?</p>	<p>The INT Instructor will notify students immediately via their Clemson email account if there are any problems with their paperwork.</p>
<p>For a summer internship, in which session do I enroll?</p>	<p>For the summer, enroll in Long Summer even if the time frame you will actually be at your internship site does not correspond with the Long Summer dates. Grades will be assigned in accordance with the Long Summer schedule.</p>
<p>Can I take INT more than once or for more than one semester?</p>	<p>Yes. However, the second time a student takes the course, he/she will need to enroll in one of the follow up courses (INT 1020/1030, INT 2020/2030).</p>
<p>Can I enroll in the course several weeks into the semester or after a semester?</p>	<p>No. The course is not retroactive. Students must enroll in the course before the last day to Drop/Add.</p>
<p>Can I get collegiate sports tickets during an internship?</p>	<p>Yes. For a student to secure their athletic tickets during an internship, they need to pay their Activities Fee in addition to the INT Fee. It is the student’s responsibility to follow up with Student Financial Services.</p>
<p>Will an internship affect registering for classes?</p>	<p>Yes. For those students registered in the Full-Time Internship Class, the students have the opportunity to utilize “Priority Registration Status” during the semester of experience.</p>
<p>How will an internship impact my SC LIFE Scholarship/Palmetto Fellows Scholarship/ Financial Aid/etc.?</p>	<p>These courses will mostly likely put a “hold” on students’ scholarships, maintain their enrollment status, and provide income protection towards financial aid applications. However, students MUST check with the Financial Aid Office for verification, especially if they have the LIFE Scholarship. The CCPD CANNOT verify students’ financial aid situations.</p>

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 and the Division of Student Affairs

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