

Participation Requirements

Intern's work may include a work log, written report on experience including self-evaluation and supervising department requirements.

Host organization supervisor consents to design a job description with student input, orient student to organization, and provide feedback to student and faculty supervisor including written evaluation of intern to be shared during exit interview.

Faculty supervisor will assign department requirements and be available for student and host supervisor counsel. Faculty advisor may assign supervision of internship to a qualified alternate.

Host Organization Site

- Program coordinator or student may locate site
- Student may work for current employer if job description incorporates a new experience
- Pay is optional

Application Process for Prospective Interns

1. Permission of faculty advisor
2. Conference with program coordinator
3. Submit application with learning objectives and resume by deadline to program coordinator
4. Forward cover letter, resume and objectives to host organization
5. Interview with host organization
6. Approval of host organization by Silver Lake College
7. Design job description with host organization supervisor
8. Sign learning agreement

Academic Credit

Internships are tailored to the needs of the student, host organization, and supervising department. In general, internships may be taken for a minimum of 3 to a maximum of 12 credits; 6 credits may be in a student's minor field. SLC's Business Program limits each internship to 3 credits. The Hours Per Credit Table shows how many hours must be worked to receive a certain number of credits.

Hours Per Credit Table				
Hours	Credits		Hours	Credits
160	3		427	8
213	4		480	9
267	5		533	10
320	6		587	10
373	7		640	12

Registration Fees

Students register for internships when signed learning agreement with job description on back is submitted to Registrar's Office. In addition, if internship is with student's current employer, the student's current job description is required. Students are required to pay tuition at time of registration.

Teacher Education Internships

Contact Debra Weller, Education Field Placement Coordinator for information on education internships.

Phone: (920)686-6233

Email: dweller@silver.sl.edu