

ACE INTERNSHIP CREDIT

STUDENT RESPONSIBILITIES FOR ACADEMIC CREDIT FOR INTERNSHIP

1. **SECURING AN INTERNSHIP:** There are many resources to help a student secure an internship. Internships may be identified through use of:
 - a. The College of ACES Career Center (<http://handshake.illinois.edu/>). Login in to Handshake @ Illinois, the online job board and career services system used by students and alumni, to see opportunities posted by interested employers.
 - b. The University of Illinois Career Center (<https://www.careercenter.illinois.edu/>),
 - c. Career fairs (ACES Career Fair is in early October; College of Business Career Fairs are mid-September and early February),
 - d. Your professors,
 - e. Your network (your family, your friends, your family's friends), or
 - f. The internet (<http://www.internjobs.com/>, <https://www.looksharp.com>, <http://www.internweb.com/> and many others.)

2. **EARNING CREDIT:** To earn credit for an internship, the internship must be a planned experience and must have faculty supervision and approval.
 - a. Students must **identify a Faculty Supervisor**. (One suggestion would be your Faculty Mentor. All sophomores, juniors, and seniors have been assigned a Faculty Mentor.)
 - b. In consultation with your Faculty Supervisor and **prior to your internship**, you must **identify the academic work which will be completed** and document this in the Internship Agreement. Academic credit is earned for these academic assignments, not merely for participating in the internship. The Faculty Supervisor's signature on the Internship Agreement is required to register for ACE 293 or ACE 294.
 - c. Interns must **periodically report their progress** and activities to the Faculty Supervisor during the internship.
 - d. Internships Credit is approved for **S/U grading only**.
 - e. ACE 293/294 may be repeated to a total maximum of 10 hours.
 - f. Credit for ACE 293/294 requires a minimum of sophomore standing (at least 30 credit hours).
 - g. Credit for ACE 293/294 requires cumulative GPA of 2.5.

3. **REGISTERING FOR CREDIT:**
 - a. A student must register for the internship **PRIOR to starting the internship**.
 - b. If you have an **OFF-CAMPUS INTERNSHIP**, register for **ACE 293**. Credit: 1 to 4 hours.
 - c. If you have an **ON-CAMPUS INTERNSHIP**, register for **ACE 294**. Credit: 1 to 4 hours.
 - d. To register for credit, the form found on the back of these instructions must be completed and turned in to Allison Harmon, 304 Mumford Hall. Ms. Harmon will share the CRN for the section that is taught by your Faculty Supervisor. This CRN is necessary to be able to register for academic credit for your internship.

INTERNSHIP AGREEMENT FOR ACADEMIC CREDIT

Date _____ UIN ____/____/____/____/____/____/____/____/____/____

Name _____ ACE Concentration _____

Netid _____@illinois.edu Hours completed prior to internship _____

Phone Numbers: Cell _____ Home _____

Total hours previously earned from an internship: _____ (may earn up to 10 hours total)

Est. graduation date: _____

Internship Start Date _____

Internship End Date _____

Number of hours of work per week _____ hours

Duration of Internship _____ weeks

The final work product will be due by _____ (Insert Date)

Brief Description of Nature of Internship and Academic Work to be Completed Under Faculty Supervision

- Outline the type of work product you are planning to complete. Be specific about the requirements of the product in terms of format, length or scope, effort involved, and deadlines for completion.
- List the objectives of your experience and specific activities or plan of work that will be completed for academic credit. Be as specific as possible.
- Faculty – please contact Ann Finnegan, abfinngn@illinois.edu if have any questions.
- **Attach Description/Schedule of Academic Work to be completed.**

