How to gain academic credit for your internship

Internships are a valuable part of the learning process at Luther College. They offer opportunities to apply your classroom learning, make contacts, improve your professional communication skills, and see if a particular career field is right for you. The hardest part of the process is locating and securing an internship. The Career Center has many resources to help with your search.

Once you have located the opportunity, here are the important paperwork things that need to be done to gain academic credit:

1. Talk to a faculty member in your major department to make sure they will support your request for internship credit. Be ready to tell them where you are interning and what you will be doing. For international students, any off-campus internship in the United States must relate to your major and must be done for academic credit. A faculty member from your major can help you to determine if the internship relates to your major.

2. Once you get a verbal “OK” from a faculty member, you can come to the Career Center and ask for the “internship paperwork packet.” (*Exceptions: Biology students see “g” below). Unlike regular classes at Luther, you do not register for internships through the my.luther website; instead the paperwork registers you. Please note: internships at school districts should see “h” below, and anyone doing an internship outside the United States should see “i” below. The internship paperwork packet contains several forms, which the Career Center staff will “walk you through” when you get the packet:
   a. **Registration Form**: This form lists the number of academic hours you are requesting and requires a faculty signature to show approval. For every 36 hours you work at the internship site, you are eligible for 1 academic hour of credit. When you bring this form back to the Career Center, it allows the Career Center to have the Registrar formally enroll you in the internship for the appropriate term. If you have questions at any point of the process, please don’t hesitate to stop by the Career Center. We are happy to help!
   i. **PLEASE NOTE YOU MUST SIGN STEP 4 ON THE FORM OR WE CANNOT PROCESS YOUR PAPERWORK**
   b. **Waiver Form**: This form protects Luther legally for your off-campus internship
   c. **Learning Plan Form**: You and your faculty member should develop some basic learning objectives and an evaluation plan on this form.
   d. **Self-Evaluation Form**: You fill this out and turn it in to the Career Center after the internship.
   e. **Supervisor Evaluation Form**: Your internship supervisor fills this form out to give feedback on your performance after the internship. Once your supervisor has completed it for you, you turn it in to the Career Center.
   f. **SUMMER SCHOOL ONLY**: You must complete the Registrar’s summer school application sheet (available in Career Center or Registrar’s office)
   g. **BIOLOGY STUDENTS ONLY**: YOUR REGISTRATION PROCESS IS DIFFERENT AND RUNS THROUGH THE BIOLOGY DEPARTMENT. CONTACT Dr. Enos-Berlage (enosbejo@luther.edu) OR Michelle Einck (einckmic@luther.edu) OR stop by the biology office at Sampson Hoffland 231 to get your forms and discuss registration. You will turn in your completed forms to the biology office.
   h. If you are doing an internship in a pre, primary, or secondary school, you must consult with the Education department for approval. Luther may already have a “letter of agreement” with that school regarding Luther students doing observing and teaching there.
   i. If you are doing an internship outside the US, you must inform the global learning office and participate in pre-departure training.

3. If you are an international student, you must:
   a. After you have a signature from your faculty supervisor and the Career Center, you must take a copy of that signed registration form to the CIES Office and get a CPT form from the DSO there. The DSO must also sign your copy.
   b. Make an appointment with the DSO in the CIES office and turn in your CPT form and a copy of your internship registration form. You will also need to get a signature from the DSO on the internship registration form.

4. Domestic students have the option of doing a “non-credit” off-campus internship. You do not need to do the paperwork listed above. **We still ask that you report your internship at the Career Center for our yearly internship statistics. Please stop by our office or email Dan Marlow at marlowda@luther.edu with your name, your major, the name and location of your internship site, and a brief description of what you will be doing.**

5. If you have questions at any point of the process, please don’t hesitate to stop by the Career Center. We are happy to help!