

# Internship Information and Application Checklist

The Brickley Center's Career Services  
617-745-3892

## Internship Program:

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; and give employers the opportunity to guide and evaluate talent. This can be accomplished in the context of a major area of study or General Education core. A Working Portfolio assessment is required and other assessment may be required by the individual department. If internship is taken for credit, the individual department signing off on Internship may set additional standards.

**Credit:** 1 credit = 35 internship hours (Maximum # of Credits = 15)

**Internship credits can be placed in the semester when the internship hours are worked. If credit is split into two semesters, the internship will appear as two classes (with hours, grade requirements, charges and fees correlated with both semesters).**

**Deadlines:** All required forms need to be completed at the beginning of each semester, and submitted to the Registrar's office on or before each semester's "Add" deadline (the specific dates vary from semester to semester, but are within the first week of classes). Internship hours should not start until the required forms have been submitted at the start of the semester. **If the deadline has been missed, the internship hours and paperwork will have to wait until the start of the next semester, or an academic petition can be submitted to the Academic Standing Committee for review.**

**Fees:** There is an additional internship fee attached to any internship, regardless of the number of credits a student receives. The fee ranges from \$100-\$175 depending on the number of credits (0-15), and pays faculty members for the extra time they're spending on supervision and grading.

## **Eligibility:**

- Willing to participate in a work / learning experience
- Enrolled at ENC as a sophomore, junior or senior
- Supported by your Academic Department and have a Faculty Internship Supervisor
- Able to provide your own transportation (or use the MBTA if necessary)
- Responsible ambassador for ENC to the community

## **Required Forms Completed and Signed by Semester "Add" Deadline:**

\_\_\_\_\_ Application Form  
\_\_\_\_\_ Waiver Form  
\_\_\_\_\_ Resume

**\*\* Application will NOT be submitted to the Registrar's Office, unless it is signed by all parties and accompanied by waiver form**