



ACADEMIC INTERNSHIPS OVERVIEW

Through the Rhodes Internship Program, the world becomes your classroom. Theories and formulas take on new meaning as they are applied in business, government, and nonprofit environments. The staff of Career Services coordinates the majority of internship opportunities. Regardless of your professional pursuits, we encourage you to take advantage of this educational opportunity and enroll in an internship during your tenure at Rhodes.

BENEFITS

- Enhance academic understanding by integrating classroom knowledge with real world experiences
- Develop practical skills to increase marketability with future employers
- Explore and evaluate your career choice before committing to a graduate program or career field
- Gain professional references and increase your networking potential
- Complete F11 requirement in many of the academic departments

STUDENT QUALIFICATIONS

- Must be a member of the Class of 2022 or 2023 (Sophomores accepted as space allows)
- Must have a 2.5+ overall GPA and 2.5+ major GPA
 - Please note some internship sites require a higher GPA. In addition, the Psychology department requires all applicants to have 3.0 major GPA.
- Must have the faculty approval from the department awarding the credit

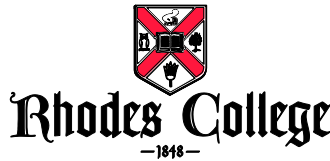
INTERNSHIP PARAMETERS

- Internship credit is awarded through specific academic departments - Career Services does not issue the credit. Please check with your department to see if internship credit is available. It is up to each academic department to award either a letter grade or pass/fail
- Each internship is worth up to four credits
- Up to eight hours of academic credit may be applied toward graduation
- Most internships require 10 hours of work per week; medical internships require 8 hours per week.
- Fall internships begin the first full week of the semester and conclude on the last day of classes
- Summer internships typically start in June and last 8-10 weeks (coordinate with employer for specifics)
- Summer 2021 tuition was set at \$575 per credit (\$2,300 for 4 credits). Summer 2022 tuition will be determined later in February and Career Services will not begin working on summer internship placements until March

PAID INTERNSHIPS

- Paid internships are handled differently than academic internships. If you are interested in a paid internship, review the Career Services newsletter and Handshake. Most paid internships will require you to apply directly to the employer. Pay range varies depending on the position.

Note: Career Services is located on the first floor (lower level) of Burrow Hall. Right around the corner from the mailroom, we share office space with International Programs (Study Abroad).



2021-2022 Academic Internship

Procedures

1. Attend an internship information session. Students who attend an internship information session will be given priority in internship selection.
2. Review the list of internship opportunities (available on the Career Services website under the internships tab) and identify up to five choices. If you have interests other than those listed, you may pursue those options and complete the proposed internship form. Priority deadline date is **Friday, October 15th at 5:00 PM.**
3. Submit the online internship application by the deadline date.
 - You will be required to upload a resume. Your resume should be one page in length.
 - We strongly recommend that you have your resume reviewed by a Career Services staff member.
 - On your application, make sure that you have indicated the number of credit hours you wish to receive. You must register for at least one credit. We cannot process any application unless you are interested in receiving credit.
 - **Note: your application will be sent to the faculty/staff member who will award the credit. You will need to meet with them after you submit your application so they can approve:**

Anthropology/Sociology – Prof. E. Perry	Interdepartmental/Pre-Health – Director J. Kelso
Art – Prof. V. Coonin	International Studies – Prof K. Chen
Business – Prof. S. Dan	Latin American/Latinx Studies – Prof. E. Henager
Computer Science– Prof. B. Sanders	Math – Prof. E. Gottlieb
Economics – Prof. M. Gramm	Music – Prof. W. Skoog
Education – Prof. K. Evans	Politics and Law – Prof. A. Eldridge
English – Prof. L. Petty	Psychology – Prof. K. White
Environmental Studies & Sciences – Prof. S. Boyle	Religious Studies – Iris Mercado
Gender & Sexuality Studies– Prof. J. Parsons	Spanish – Prof. E. Henager
Health Equity –Iris Mercado	Urban Studies – Iris Mercado
History – Prof. R. Saxe	

4. Career Services will consult with faculty internship supervisors and try to match you with one of your top choices. Therefore, list only those internships that you are seriously considering. You will be notified via email of your "match" **approximately four weeks after the application deadline.**
5. You are responsible for calling the proposed internship supervisor to arrange a time for an interview. Interviews typically last in between 30 minutes and one hour and are conducted at the employer's office. Most medical internships do not require an interview.
6. Prepare for your interview! The employer will ask you several questions regarding your interests and skills. Dress professionally and be sure to take extra copies of your resume to the interview.
7. Following the interview, the employer will inform you of your status (usually within a few days). If you are offered the internship, you should accept or deny the position within two days.
8. If the employer does not offer you the internship, contact Career Services. You will be given the information about another employer from your list of choices. Follow the directions in steps 6 and 7. If you are offered the internship but choose not to accept it, please schedule an appointment to meet with the Director of Career Services to review your interests and identify appropriate internship sites.
9. Once you have accepted the internship, notify Career Services by email at internships@rhodes.edu.
10. Be sure to **register for credit!** Simply turning in your application to Career Services does not register you for the class. **You** must put this on your schedule.