

Academic Internship Program at Caldwell University

- Caldwell University recognizes the valuable role that work experience can play in helping students understand and integrate theoretical and practical knowledge. Students interested in pursuing an internship for academic credit work with a Faculty Internship Advisor and the Career Planning and Development Office. Students must receive approval for the proposed internship, develop learning objectives and goals in consultation with the Faculty Internship Advisor work under the supervision of the employer and complete related academic assignments.
- All academic internships require departmental approval. To be eligible, students must have completed 60 credits and maintain an overall GPA of 2.5. In certain cases, students who have completed 45 credits and maintain at least a 3.0 GPA may pursue for-credit internships. Transfer students must complete at least one semester at Caldwell University to be eligible. Internships can be paid or non-paid. To earn credit for an internship, students must follow established policies and procedures, begin the process well before the semester for which they plan to register, and then register for the appropriate credit-bearing course by the appropriate semester deadlines. Note that internships are a required component for several programs of study at the University.
- Students are eligible to earn up to 3 credits per semester for an internship experience and a maximum of 9 credits per academic major, subject to departmental approval. Most students may complete one internship per minor or as an open elective (up to 3 credits), subject to departmental approval. Students pursuing more than one semester with the same employer must demonstrate new or increased level of responsibilities in their internship experience and develop substantive learning objectives, to be approved by the departmental chair. Students interested in internships with the ABA course prefix should work with their academic advisor to determine if these credits count towards a major, minor or as an elective.
- To earn 3 credits, students must complete a minimum of 120 hours at the internship site. A 2-credit, 80-hour option is available for certain majors, subject to departmental approval. Courses in the Internship Program include:

Field Internship I: 2-3 credits

A pre-professional, introductory experience in a career field. Internship responsibilities are entry-level in nature. The intern and internship faculty advisor develop related learning objectives. Course number: 487, preceded by departmental code.

Field Internship II: 2-3 credits

A second, pre-professional experience in a career field. Learning objectives and academic assignments should incorporate knowledge gained in Field Internship I and demonstrate new, substantive learning goals. Course number: 489, preceded by departmental code.

Field Internship III: 2-3 credits

Professional experience in the field directly related to the student's academic major and career objectives. Learning objectives and academic assignments must incorporate knowledge gained in Field Internships I & II and demonstrate new, substantive learning goals. Course number: 490, preceded by departmental code.