



VILLANOVA
School of Business

Student Guidelines for Academic Internship Program

GENERAL GUIDELINES

ACADEMIC INTERNSHIP

The Villanova School of Business (VSB), through its strategic plan, is committed to providing a world-class business education complemented by appropriate experiential learning through internships in the business community. Internships provide valuable insight into career interests, professional aspirations and personal values. These experiences present concrete opportunities for students to make tangible connections between classroom theory and practical application.

An academic internship is a pre-professional work experience, sufficiently rigorous so as to earn credit, approved by the faculty chair of the intern's sponsoring academic area and administered through the Clay Center at VSB.

PREREQUISITES

To participate in an academic internship, a student must have:

- full-time, undergraduate student status in VSB or business minor program
- sophomore standing (minimum 30 credits completed)
- a minimum overall GPA of 2.5 (some employers may require a higher GPA)

ACADEMIC CREDIT

- **Free Elective Credits:** Three (3) free elective credits may be earned for successful completion of an academic internship. The maximum number of internship and CoOp course credits that can be used to fulfill graduation requirements is six (6). Students may complete more than one internship in the same academic discipline provided that the nature of the experiences is significantly distinct (e.g., Sales and Marketing Research) as determined by the sponsoring academic area faculty chair.

Internship courses fulfill **FREE ELECTIVE credit requirements** only and do not fulfill major or minor credit requirements. If a student has fulfilled all of his/her free elective requirements, then internship credits are designated extra credits over and above graduation requirements. Internships are graded on a Satisfactory/Unsatisfactory basis. Monetary compensation for an internship does not affect eligibility for receiving academic credit.

- **Credit Approval and Registration:** Academic credit approval for an internship must be secured and course registration must be completed **BEFORE** the internship commences. **NO ACADEMIC CREDIT WILL BE AWARDED FOR AN INTERNSHIP RETROACTIVELY.**
- **Summer Tuition Charge:** Students registered for a summer internship course will incur a tuition fee (approximately \$600) for the three free elective credits granted.
- **International Internships:** Internships that are part of a study abroad experience are administered by the Office of International Studies. Credit approval for international internships is granted by the faculty chair of the appropriate academic area or faculty coordinator of the international program.

ACADEMIC INTERNSHIP REGISTRATION

REGISTRATION PROCESS

To participate in a VSB internship for academic credit, follow these steps:

1. Meet with the VSB Internship/CoOp Coordinator (Clay Center at VSB, Bartley 1054)
 - a. Discuss interests and internship options
 - b. Review academic requirements for credit
 - c. Complete Student Internship Application/Agreement
2. Meet with a Career Counselor (Career Services Office, Corr 106)
 - a. Prepare and refine resume
 - b. Establish **-GoNOVA-** account via <http://careers.villanova.edu> (Career Services' web-based recruiting system)
 1. Complete Profile (i.e., Personal Info., Academic Info., Career Preferences, Continued Academics sections)
 2. Upload resume(s); post resume to Resume Book(s)
 - c. Participate in Career Services' practice interview program
3. Explore and apply to internship opportunities via
 - a. Clay Center at VSB leads (check postings in **-GoNOVA- AND** in Bartley 1054)
 - b. Career Services' leads via **-GoNOVA-** postings*
 - c. Personal/business contacts*

**If student pursues an internship lead that has not previously been approved for credit by VSB, he/she must provide VSB Internship/CoOp Coordinator with employer contact information so that appropriate information can be solicited for the academic credit approval process.*

4. Meet with VSB Internship/CoOp Coordinator after accepting internship
 - a. Supply supervisor contact information for accepted internship
 - b. Review academic requirements and timeline for completion
 - c. Sign Student Internship Application/Agreement
 - d. Complete registration for appropriate internship course

REGISTRATION DEADLINES

Course registration deadlines for internships:

Internship Participation	Course Registration Deadline
Fall Semester	prior to start of internship OR end of fall semester drop/add period, whichever comes first
Spring Semester	prior to start of internship OR end of spring semester drop/add period, whichever comes first
Summer	prior to start of internship OR June 15, whichever comes first

The Clay Center at VSB, Bartley 1054
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