

# Academic Credit for Internships

Requirements for gaining academic credit vary from school to school, depending on your primary major. Please review the following guidelines carefully. This applies to internships completed in fall, spring and summer.

## ARTS & SCIENCES

You can gain academic credit (pass/fail) for an internship if the following criteria are met:

- You must have a faculty sponsor and a site supervisor.  
A faculty sponsor is an Arts & Sciences faculty member in a department related to your internship. This person's area of expertise should serve as an academic lens that allows you to connect your internship to the work you are doing as a student in the College of Arts & Sciences.
- You must complete a Learning Agreement with the faculty sponsor and site supervisor no later than two weeks after the first day of the internship.
- You must work the following number of hours per credit:
  - One credit = 45+ hours over six weeks or more
  - Two credits = 90+ hours over six weeks or more
  - Three credits = 135+ hours over eight weeks or more

Please note the following limits on internship credit:

- You can earn up to three credits for an internship during a semester or summer.
- You can count up to six credits for internships toward your total credits for graduation.

**Questions?** Contact Maya Ganapathy at 314-935-4936 or [mdganapa@wustl.edu](mailto:mdganapa@wustl.edu)

Go to: <https://artsci.wustl.edu/resources/policies-procedures> for more information.

### ***Arts & Sciences students should follow these steps for academic credit:***

1. Complete the Learning Agreement.
2. Register for the course number as advised by your faculty sponsor.
3. For most summer internships, you may register for the credit the following fall semester.
4. For all internships, you must register by the appropriate semester add/drop date.
5. For General Studies credit, write one double-spaced reflection paper and turn it in via email to Maya Ganapathy at [mdganapa@wustl.edu](mailto:mdganapa@wustl.edu). Students must also complete all assessment activities assigned by their faculty sponsor.

## ENGINEERING & APPLIED SCIENCE

Basic Requirements for Engineering Students:

- Students can gain academic credit for unpaid research only.
- Students must find a faculty member who is willing to sponsor their research as an independent study course. The faculty member will decide how much credit and at what level the credit will be awarded.
- The faculty member may require a final paper/presentation or other evaluation from a student's research supervisor to award credit.

To begin the academic credit process, you should ask an advisor or faculty member in the same field as your research to be your sponsor. For more information, contact your academic department or four-year advisor.

## ART

Art elective credit may be awarded for internships. Please contact Cris Baldwin (crisbaldwin@wustl.edu) or Georgia Binnington (gbinning@wustl.edu) for more information. You will need to submit an Internship Learning Agreement, an Internship Performance Report, and either a daily journal, reflective essay, or portfolio to gain credit. You can find those forms online at: [samfoxschool.wustl.edu/files/Art-Internship%20Agreement.pdf](https://samfoxschool.wustl.edu/files/Art-Internship%20Agreement.pdf) (agreement) and [samfoxschool.wustl.edu/files/Art-Internship%20Performance%20Report.pdf](https://samfoxschool.wustl.edu/files/Art-Internship%20Performance%20Report.pdf) (performance report).

## ARCHITECTURE

There is no formalized way for an undergraduate student in the School of Architecture to gain academic credit for an internship. For more information on the internship program for those pursuing a masters or professional degree, please visit [www.naab.org](http://www.naab.org).

## BUSINESS

Details about the academic credit process for students enrolled in the Olin School of Business can be found through the MGT 450A-Internship in Business document (.pdf) at [https://olincareers.wustl.edu/SiteCollectionDocuments/PDFs/WCC/MGT450A%20%20Internship\\_in\\_Business\\_Syllabus\\_and\\_Application.pdf](https://olincareers.wustl.edu/SiteCollectionDocuments/PDFs/WCC/MGT450A%20%20Internship_in_Business_Syllabus_and_Application.pdf).