COLLEGE OF SCIENCES AND MATHEMATICS
UNDERGRADUATE INTERNSHIP PROCEDURES AND GUIDELINES

GENERAL GUIDELINES

An internship can be a critical part of the college experience at SFA, and the real-world experience gained can provide students with a competitive edge when beginning their career. Online job boards and internet searches are convenient ways to search for career opportunities. Unfortunately, scammers utilize internet search results, online job boards, and advertisements to target unsuspecting college students looking for job openings and internships. Students are encouraged to reduce their risk by educating themselves on the signs of an internship scam. Students should review the posted information at the College of Sciences and Mathematics Internships landing page.

All courses within the College of Sciences and Mathematics (CoSM) numbered 3185 are designated as variable-credit internship courses.

Course Description: Supervised on-the-job training in one or more facets of the field designated by the course prefix. Variable credit; One to three semester credit hours.

Prerequisites:

Advanced standing as a student with a declared major or minor in the College of Sciences and Mathematics. An overall GPA of 3.0 or higher and a GPA of 3.0 or higher in all major and minor coursework, or consent from the Dean or designated representative of the College of Sciences and Mathematics. Additional requirements are determined at the discretion of the course's primary unit, which is the department responsible for the course prefix (e.g., BIOL, CHEM, CSCI, etc.).

The course may be repeated, and up to 6 credit hours can be applied toward their general elective requirements for the student's degree. **Pass or Fail**.

Receiving a failing internship grade or withdrawing from the course due to an unsatisfactory evaluation or termination by the employer shall disqualify the student from further enrollment in any internship course.

General Information

The working hours / credit hours relationship depends upon the type of position and the number of hours worked per week. Ordinarily, a three-credit hour internship course should include at least 180 working hours. Deviations in the working hour-credit relationship must be approved by the Dean or designated representative of the College of Sciences and Mathematics.

Student Responsibilities & General Workflow

1. Obtain employment in a position that involves direct work relevant to the field designated by the course prefix.
2. Complete the College of Sciences and Mathematics Internship Application for Credit Form. This form provides contact information for your internship supervisor, documents the

internship duties, and aids in validation of meeting the prerequisites for course credit. The form must be received and approved prior to commencing the internship to receive course credit. Please note the following:
    a. Applications received within ten business days of the internship start date may not receive full consideration.
    b. Applications received and requesting credit within a term commencing in less than ten business days will be rejected.
    c. Internships with organizations outside of the East Texas area involving only remote work will not be considered. An exception may be granted to organizations that are publicly traded.
3. After receiving a permit from the internship director, enroll in the corresponding 3185 section.
4. Perform duties of position as required by the organization.
5. Attend a minimum of three internship group meetings during the semester as announced by the internship coordinator (you will be contacted about the meeting times). Exceptions may be granted for students who have earned internship credit in a previous term or those employed outside the Nacogdoches area.
6. Present a two-page (1 inch margin, 12-point, single-spaced, Times New Roman) written report to the internship coordinator, describing the duties performed, learning experiences, hours worked, benefits of internship, effects of internship on your education and future. The internship director may elect to send a survey to be completed instead.
7. Participation in at least one event discussing the student's internship experience. This may include presenting at a CoSM organization meeting, serving on a panel, etc. This will be scheduled in coordination with the internship coordinator.
8. A professional resume that documents the internship experience is to be delivered as determined by the Internship Coordinator and no later than the last day of classes for the indicated term.
9. Create or update your LinkedIn profile to document the internship experience.
10. The internship and work supervisor will be sent a performance appraisal that will be completed prior to the completion of the internship.