ASCS-Q398 - Internship: Theory into Practice

Note: Before you apply for ASCS Q398, ask your academic advisor if your department offers internship credit. If it doesn’t, you may be eligible for Q398.

If eligible for ASCS-Q398, you have the opportunity to earn between 1-3 academic credits for your internship experience. To qualify for Q398 enrollment, your internship must meet the following criteria:

- No hours will be counted until your internship is approved in the application process
- Internships must occur during the same semester in which you are seeking credit.
- It must enhance your career development or offer the opportunity to apply knowledge you’ve gained in the classroom to real world scenarios. The internship must not exist to simply advance the operations of the employer or replace the work that a regular employee would routinely perform
- The skills and knowledge learned must be transferable to other employment settings
- The experience must have a defined beginning and end, and a job description outlining projects, duties, and/or responsibilities; please ensure that your employer pays close attention to this requirement when entering your job description
- There are clearly defined learning objectives/goals related to your academic coursework or professional goals
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience
- There is routine feedback from the experienced supervisor
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals

If you meet the above criteria, use the information below to decide if you would like to apply for 1, 2, or 3 credits. The more credits you choose, the more hours and coursework you will be required to complete in order to receive a Satisfactory (“S”) grade in the course.

1 Credit: You will need to log at least 50 hours of work at your internship site during the semester in which you are receiving credit. In addition to logging these hours, you are required to schedule one check-in meeting with the Q398 course instructor (which can be completed via phone or online). You will also submit two 500 word essays, to be collected at the midway point of your internship and during your final week of work.

2 Credits: You will need to log at least 100 hours of work at your internship site during the semester in which you are receiving credit. In addition to logging these hours, you are required to schedule two check-in meetings with the Q398 course instructor (which can be completed via phone or online). You will also submit two 750 word essays, to be collected at the midway point of your internship and during your final week of work.

3 Credits: You will need to log at least 150 hours of work at your internship site during the semester in which you are receiving credit. In addition to logging these hours, you are required to schedule three check-in meetings with the Q398 course instructor (which can be completed via phone or online). You will also submit two 1000 word essays, to be collected at the midway point of your internship and during your final week of work.

Note: The maximum number of credits hours you can earn for an internship is 3 credits, regardless of the number of hours you work. You cannot
exceed 6 lifetime credit hours of ASCS Q398 enrollment. You cannot earn credit for an internship you’ve already completed.