



# SCHOOL OF INFORMATICS

INDIANA UNIVERSITY  
IUPUI

## Career Services Office

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Website: <http://informatics.iupui.edu/> Job Posting Website: [www.informaticscareers.com](http://www.informaticscareers.com)

## Credit / Non-Credit Internship Application

**Check One:** \_\_\_\_\_ Credit Internship      \_\_\_\_\_ Non-Credit Internship

This form should be used to report all internships. **Credit** internships must be approved before students will be authorized to register for the appropriate course and credit hours. Internships that are **non-credit** bearing will be recorded as a line item entry at zero credit hours on the student's transcript.

### Credit Internships

- Complete and submit the internship application marked **Credit** prior to the start date of the internship
- Have a minimum 2.5 GPA or higher
- Register for the authorized course number and credit hours
- Complete all course work in the syllabus by required dates
- Complete a minimum of 45 clock hours per credit hour
- Complete the contracted length of internship that is agreed upon between the employer and student
- Report to the Career Services Office if the internship ends prior to the contracted end date
- I491 Students are required to do a poster presentation at Capstones the semester they complete their internship

### Non-Credit internships

- Complete and submit the internship application marked for **Non-Credit** prior to the start date of the Internship
- Have a minimum 2.5 grade point average or higher
- Complete a minimum of 135 working hours
- Complete the contracted length of Internship that is agreed upon between the employer and student
- Report to the Career Services Office if the internship ends prior to the contracted end date

- Report any issues or concerns that arise during the internship to the Career Services Office.

## Application Deadlines

**Fall & Spring Semesters:** The completed credit internship form must be submitted before the internship start date and by the end of the 4<sup>th</sup> week of classes to register for a credit internship course.

**Summer Sessions:** The completed credit internship form must be submitted before the internship start date and by the end of the 1<sup>st</sup> week of classes to register for a credit internship course.

## Student Information

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Major(s): \_\_\_\_\_ Internship Date (Semester/Year): \_\_\_\_\_

The Career Services Office may contact my employer to assess my progress. This information may be discussed with my academic department: \_\_\_\_\_

Student Signature

\_\_\_\_\_ (Initial) I have visited the employer site and certify that it is not a home-based business. I will be working in an office/corporate environment.

\_\_\_\_\_ (Initial) I have identified a mentoring supervisor who is knowledgeable in my area and will oversee my work at the employer location. I am not solely the content expert on-site. For this internship, this is not considered a freelance opportunity.

