Definition of Internship

The NDSU Career Center defines an internship as paid work experience related to students’ academic major or career goal and taken for academic credit. Employers hire internship students to achieve company goals by providing work opportunities and supervision to students whose skill sets are current to the position offered.

Internship Requirements

To be eligible for participation in the internship program, students must:

- Have achieved a minimum 2.0 cumulative GPA prior to internship registration.
- Provide a position description which shows the internship duties are defined at the professional or paraprofessional level.
- Demonstrate that position duties are directly related to their academic major or career goals.
- Be in good academic standing with the university.

Internship positions must:

- Be paid at least minimum wage
- Cover students under employers’ Worker’s Compensation insurance or comparable vocational training insurance.
- Provide “on-site” work with supervision (working remotely is not allowed).
- Engage students in active learning through work experience.

Registration

To enroll for internship credits, students should complete the following process:

1. Contact the Career Center at 701-231-7111 to schedule an appointment to complete registration process.
   Students will be provided with a list of information they will need to bring to this appointment.
2. An offer letter and job description, as well as contact information for the supervisor, is necessary to complete the process.

Students with the following majors will be registered for credits in their declared major:

Accounting
Agricultural Economics
Agriculture
Animal Science
Agriculture Systems Management
Cereal & Food Science

Finance
Management Information Systems
Microbiology
Natural Resource Management
Nursing
Pharmacy

Plant Science
Range Science
Food Safety
Soil Science

All other majors will be registered for UNIV 397 (Undergraduate) or UNIV 795 (Graduate).

Credits

Credit value for internship experience is determined by the Career Center, based on the number of hours worked per semester. Credit values range from 1-3 credits. Internships must be a minimum of 100 hours.

- 100-199 hours per semester = 1 credit
- 200-299 hours per semester = 2 credits
- 300+ hours per semester = 3 credits

Tuition, Fees & Financial Aid

The cost of tuition and fees for internship credits is the same as in-state tuition and fees, based on the student’s major. Students are responsible to pay the tuition for their internship credits. Some employers may provide tuition assistance or reimbursement, however, this is not required of employers.

The NDSU Registrar’s Office considers enrollment for students taking a 3 credit of internship as full-time, 2 credits of internship as three-quarter time and 1 credit of internship as half-time enrollment. NDSU Student Financial Services will evaluate a student’s eligibility for federal financial aid based on their equivalent enrollment rather than their actual number of enrolled credits. If the student is enrolled for credits in addition to the internship, they will count toward total enrollment for financial aid awarding purposes.
Course Requirements & Grading
To successfully complete the internship course, students are required to return:

- A midterm evaluation
- A final evaluation (completed by student and supervisor)
- At the discretion of their faculty advisor, some students will be required to complete an assignment. Details of the assignment, including due date, will be given by the faculty advisor.
- If a student leaves an internship position early or employment is terminated for any reason, the student must contact the Internship Coordinator. In these instances students may not receive academic credit nor will they be eligible for a refund for their tuition payment.

Grading

- Undergraduate students are graded Pass/Fail
- Graduate students are graded Satisfactory/Unsatisfactory
- “Pass” does not affect students’ GPA; “Fail” is calculated into students’ GPA
- Graduate students’ GPA is not affected unless the internship is part of the students’ course plan.
- Employer evaluation of student’s performance MUST be satisfactory to receive a passing grade
- If all required items are not returned by the due date, students will receive an incomplete grade. All incomplete grades must be resolved by the mid-term of the following semester or they will be converted to a failing grade.
- Students who leave early or are terminated for poor performance or unprofessional conduct will receive a failing grade