



Completing a WLC Internship

Requirements:

All internships are numbered 490 and are arranged with the Director of Career and Professional Development with approval from the student's major advisor. Students wishing to complete an internship for academic credit must:

- Have earned a minimum of 45 credits.
- Have a 2.25 cumulative GPA.
- Be officially accepted into a major or minor for which internship credit is being sought.
- Register for academic credit prior to the start of the internship experience, complete an Internship Agreement Form, and fulfill all academic requirements as outlined in the course syllabus.

Note: Any exceptions to the minimum credit, major/minor acceptance, or GPA requirements above, must be approved in writing by the appropriate college dean.

Credit/Hour Details:

As you plan for your internship, remember the following:

- Academic credit is granted as follows:
 - 1 credit = 45 hours (about 3 hours/week in fall/spring semester)
 - 2 credits = 90 hours (about 6 hours/week in fall/spring semester)
 - 3 credits = 135 hours (about 9 hours/week in fall/spring semester)
- Up to 3 internship credits can be applied toward your major/minor (with some exceptions—consult catalog.wlc.edu and speak with your advisor)
- Up to 6 internship credits can be applied toward your 120 credits needed to graduate
- No more than 12 credits will be documented on your WLC transcript

Internship Checklist:

- Explore opportunities and secure an internship**—claim your Handshake account at wlc.joinhandshake.com and/or visit Katy Wick to get started
- REGISTER for credit** through MyWLC or by visiting the Registrar's Office prior to the start of your internship
- Schedule a meeting** with Mr. Jahns or Katy Wick to review paperwork and the INT 490 Canvas classroom

Contact:

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