

INTERNSHIP GUIDELINES FOR INTERNS (REVIEW: <https://tinyurl.com/ybtosznr>)

1. You are required to review the "**Information for Internship Students**": <https://tinyurl.com/ybtosznr> on the Clark Atlanta University website.
2. You are **required to complete 150 internship hours** for the internship semester period before the conclusion of the applicable semester for a 3-credit internship.
3. If you are participating in a 6-credit internship you must complete 300 internship hours during the applicable period. To avoid errors or delays in processing your grades, **please select the correct credit hours during BannerWeb enrollment.**
4. Internships must be completed during the enrollment semester. However, summer internships may be applied to fall enrollment for the following fall semester.
5. Students may **only receive credit for one internship per semester.** Multiple internships cannot be combined for 3- or 6-credit internships within the same semester.
6. You must fulfill the required internship hours to receive a passing grade for the course. Your internship hours must correspond with the 3- or 6- credit hours selected.
7. Your Internship Approval Form must be completed and submitted to validate/verify your internship. It is available in your Internship packet. If you are completing a summer internship for credit in the fall semester, your Internship Approval Form should be submitted upon your return in the fall (before add/drop week concludes). **You must submit an Internship Approval Form by the deadline outlined in your syllabus to maintain your enrollment in the course.**
8. Your Internship Supervisor cannot be another current student or immediate relative. He/she must also have the professional capability to assess and evaluate your internship performance.
9. Please be sure to conduct yourself professionally, courteously and respectfully during the duration of the internship.
10. You are expected to participate in your internship and complete required obligations as agreed.
11. You are expected to provide timely notice to your Internship Supervisor if you are unable to attend your internship or meet internship obligations due to emergencies and other events/circumstances that are **beyond your control.**
12. If you have any issues or problems such as injury, unsafe conditions, poor treatment, inadequate breaks/rest etc. while participating in an internship, please notify the Internship Coordinator as soon as possible.
13. **It is your responsibility to ensure all paperwork is submitted in a timely manner.** You may refer to your syllabus for deadlines (as well as Canvas and/or your CAU email for any updates).
14. **It is your responsibility to ensure your paperwork is complete and accurate.**
15. Participation in an internship program aids in the development of an individual student's professional career. Please use your internship opportunity to expand your skills, build your network and portfolio, and exposure yourself to new concepts, ideas and challenges.
16. Clark Atlanta University shall not be liable for any work done by students during an internship program.
17. **Students who submit false or fraudulent documentation and/or information regarding their internships will receive a failing grade (F) for the course.**