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COLLEGE OF  
SCIENCE AND  
ENGINEERING

**SEATTLE UNIVERSITY**

**Internship Guidebook**  
**Reviewed June 2022**

# Internship Policy and Process

This document outlines the process and procedures for students who have secured an internship opportunity and wish to receive credit for the internship. A student should have an offer for an internship from a prospective employer before starting this process.

Internships are available but not required for students in the College of Science and Engineering. It is the student's responsibility to apply for and secure an internship opportunity. Students are not required to receive academic credit from an internship. Students on F-1 Visas are required to enroll in an internship course in order to comply with CPT authorization requirements and visa regulations.

Please read these guidelines carefully and completely to understand the requirements for receiving academic credit for an internship.

## Eligibility for Internships for Credit

All students in any program are eligible to take internships for credit except in the following situations:

- Students who are ineligible to work in the US.
  - F-1 Visa students can find information on Curricular Practical Training (CPT) later in this document
- Students cannot take only internship credit in their first quarter at Seattle University.
- Students cannot take an internship after they meet graduation requirements.

The department may withhold approval of utilizing an internship for credit for students who are not making adequate progress in their degree program.

## Criteria for Internships for Credit

- The internship must be related to the student's field of study.
- Internships can be taken from 1 to 3 credits. Determine the number of credits using the following guidelines:
  - A student working part-time for at least 100 total hours during a quarter may register for 1 internship credit.
  - A student working part-time for at least 150 total hours during a quarter may register for 1 or 2 internship credits.
  - A student working full-time during a quarter may register for 1, 2, or 3 internship credits.
- Internships can take place in any quarter including summer quarter. It is rare to have a full time internship outside of summer quarter.
- Start and end dates cannot span more than a single quarter.
  - The internship can extend into defined breaks before and after each quarter.
  - It is sufficient for students in summer to register for the 8 week term even if their internship extends past the end of the term. The internship must conclude before the start of fall quarter.
- Internships for summer quarter can start on June 1st even if the spring quarter has not concluded. Be aware that you are still responsible for completing the course and attending the final exam. Any accommodations

must be worked out with the instructors. The instructors have no obligation to accommodate students in this situation.

- Registration for the internship must be done before the add/drop deadline of the quarter unless the internship was acquired after this deadline (in which case, you should register as soon as possible).
- Internship credits do not satisfy any major requirements in any program.
- At the **undergraduate level**, internship credits can be used as general electives to reach 180 credits.
- At the **graduate level**, programs do not contain general electives and thus internship credits will not contribute to the credits needed to graduate
  - Students who have transfer or fast-track credits may be able use internship credit to meet the 36 credit residency requirement and/or gaps due to credit differences (such as a course that transfers in but is fewer credits than the corresponding course at Seattle University). Please contact an advisor to discuss individual circumstances.
- Internship courses are graded Credit / Fail and have no bearing on the grade point average unless the student fails the course, in which case a grade of F is recorded for the course.
- Students are responsible for paying tuition for internship credits, as with any other course.
- A student cannot retroactively get internship credit for internships they have already completed.

## Registering an Internship for Credit

This section describes the process for registering for internship credit. It is not possible to register for internship credit on MySeattleU. Instead, the following process is used.

Students on F-1 visas participating in Curricular Practical Training (CPT) must complete the additional steps detailed in the next section.

1. Identify a faculty member who will serve as the faculty sponsor for the internship course for your internship course.
  - This faculty member must agree to serve in this role. Not all faculty are available to serve.
2. Obtain a copy of your internship offer letter. The offer letter must have the following:
  - employer
  - job title
  - location of employment (or indication it is remote)
  - start and end dates
  - number of hours of work per week worked
  - description of responsibilities (could be in a separate document)
  - supervisor name, title, and contact information (phone number or email)
3. Send the following information to the faculty member sponsoring the internship course:
  - The internship offer letter (and any other relevant documents)
  - A desired course title (30 credits max). A typical title contains the word "Internship" such as "Software Developer Internship".
  - The desired number of credits (1-3). Most students select 1 credit.
  - If you are a student on an F-1 visa using Curricular Practical Training (CPT), request a CPT letter from the internship advisor when sending this information.
4. The faculty sponsor must initiate the Individualized Study Form using forms.seattleu.edu. The faculty sponsor will attach the course description to the form. The form is then routed to the student. Students receive an email from Seattle U Forms that the Individualized Study form is available for review. Students

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must follow the link in the email to request to be registered for the course and agree to the Terms and Conditions.

- **Faculty:** Log into <https://forms.seattleu.edu> to complete and submit the the electronic *Individualized Study Form*. The internship offer letter (and the description of responsibilities if in a separate document) must be attached to the form.
  - **Students:** Approve the form
5. The *Individualized Study Form* is then routed to the department chair for evaluation and approval the internship.
  6. Once complete, the *Individualized Study Form* will be routed to the Registrar's Office, who will add the student to the class with the sponsoring faculty as the instructor of record.
  7. (*F-1 and CPT students only*) Submit the internship offer letter and the CPT letter to the [International Student Center](#) to complete CPT processing.

## Students on F-1 Visas and Curricular Practical Training (CPT)

This section describes the additional steps required for F-1 students who want to register an internship for [Curricular Practical Training \(CPT\)](#).

**Important:** *The Curricular Practical Training is administered by the [International Student Center](#). Academic departments approve your internship for academic credit, but after this is completed the CPT process is managed by the ISC. Please note that academic advisors are not familiar with the details of CPT regulations, or with the details of visas and work eligibility for international students. Please direct questions related to CPT, visas, and completing internships during course breaks to [ISC@seattleu.edu](mailto:ISC@seattleu.edu) or your Primary Immigration Advisor at ISC.*

Before seeking an internship, F-1 visa students should confirm they are eligible to participate in CPT. Students must be active on their F-1 visa for 9 months of academic instruction before they are eligible for CPT. The only exception to this policy is if a program explicitly requires completion of an internship during first year. If you are not sure, check with the International Student Center.

All international students must maintain full-time status when earning internship credit in fall, winter, or spring quarters. Students do not need to be full-time for summer quarter but do need to register for at least one credit in order to use CPT.

### Additional Steps for CPT Students to Register an Internship for Credit:

- Request a CPT Letter from the faculty sponsoring the internship (see step 3 in "Registering an Internship for Credit" section, above). Note that you must find an internship advisor to complete this step, since the advisor is the the person signing the letter.
- Once the internship is approved and the *Individualized Study Form* is completed and submitted to the Registrar, submit the CPT Letter and internship offer letter to the International Student Center to complete CPT processing: [ISC@seattleu.edu](mailto:ISC@seattleu.edu) or your [Primary Immigration Advisor at the ISC](#).

## Documenting An Internship for Credit

Students are required to submit regular reports and other materials to their internship advisor to document the progress of their internship. Documenting the internship is required in order to receive credit for the experience.

- Submit a weekly internship report to the faculty sponsor. Use the **Internship Weekly Report - Appendix A** to help you in report preparation. The report should be at least one page in length, typed and saved in a Word format. It should be sent by emails every week on Monday to the sponsoring faculty member for their records. All reports must be reviewed by the project supervisor/manager.
- After completing the first two or three weeks of the internship, schedule a meeting with your project supervisor/manager to decide upon a project that has to be completed during your internship. The **Project Agreement Form - Appendix B** has to filled, signed and returned to your faculty sponsor indicating the identification and initiation of the project.
- At the conclusion of the internship, submit the completed and signed **Project Completion Form - Appendix C** to your faculty sponsor.
  - At the conclusion of the internship, request your project supervisors/managers to evaluate your work using the **Intern Evaluation Form - Appendix- D**. This evaluation has to be submitted directly by the supervisor/manager to the faculty sponsor.

## **Appendix A: Internship Weekly Report**

Student Name:	Date:
Week no.:	Number of hours worked:
Internship Site:	Project Supervisor:

1. Briefly describe your professional activities – what did you do during the past week?
  
  
  
  
  
  
  
  
  
  
2. What new knowledge or skill did you learn this week?
  
  
  
  
  
  
  
  
  
  
3. What did you learn, either from readings or classroom discussions that you applied on the job this week?  
(Do not give course numbers or classes.)

## **Appendix B: Project Agreement Form**

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project:

Description and Purpose of Project:

Objectives (Expected results, use measurable indicators or quantify if possible):

Methods (Describe how you intend to accomplish/complete project):

Project Supervisor Approval: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

## **Appendix C: Project Completion Form**

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Project:

Description and Purpose of Project:

Objectives Achieved:

Acquired Benefit (i.e., what did you learn?):

Project Supervisor Approval: \_\_\_\_\_





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## College of Science and Engineering Supervisor Assessment

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### Appendix D: Intern Work Performance Evaluation

Student Name: \_\_\_\_\_ Internship Site: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Title: \_\_\_\_\_

Supervisor/Manager phone or email contact: \_\_\_\_\_

#### 1. Attendance verification:

a. Actual start date of internship:

Actual end date of internship:

b. Typical weekly work schedule or allocation of work hours:

c. I confirm that the student named above has completed \_\_\_\_\_ hours of supervised internship work under my guidance:

#### 2. Work performance evaluation:

a. Please outline the intern's primary responsibilities:

b. Please comment on the intern's overall performance:

c. What do you see as the major strengths the student brought to, or developed during, this internship?

d. What do you see as the student's major challenges or areas for improvement during this internship?

RELEASE OF INFORMATION: Please initial one:

\_\_\_\_\_ I give my permission for this evaluation to be shared with the student.

\_\_\_\_\_ I do NOT give my permission for this evaluation to be shared with the student.

***Thank you very much for your contribution to this student's education!  
Please send this form to the sponsoring faculty member at Seattle University:***