**ITR Internship Program Information**

- We provide academic credit for quality internship experiences in virtually any field
- Students may participate in paid and unpaid internships for academic credit anywhere in the US
- Students can pursue an internship from our established placements or search for new opportunities
- Students will be assigned to a Career Education Specialist (CES) based on cluster/major:

<table>
<thead>
<tr>
<th>Jenna Visinho</th>
<th>Ashley Foley</th>
<th>Doug Ouimette</th>
<th>Erica Cassidy</th>
<th>Lisa Kuosmanen</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM, FLM, PRS</td>
<td>COM, JOR, WRT</td>
<td>Gov’t &amp; Human Services, Arts &amp; Humanities</td>
<td>Health &amp; Health Admin</td>
<td>Science, Technology, Engineering &amp; Math (STEM)</td>
</tr>
<tr>
<td><a href="mailto:jvisinho@uri.edu">jvisinho@uri.edu</a></td>
<td><a href="mailto:afoley@uri.edu">afoley@uri.edu</a></td>
<td><a href="mailto:douimette@uri.edu">douimette@uri.edu</a></td>
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</tr>
<tr>
<td>401-874-9403</td>
<td>401-874-4012</td>
<td>401-874-5177</td>
<td>401-874-4776</td>
<td>401-874-5119</td>
</tr>
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**Student Requirements**

- Minimum 2.50 cumulative GPA
- Undergraduate student with a minimum of 60 earned credits prior to the internship
- Must be a URI student in good academic and social standing with the university

**Important Dates**

- Begin Your Internship Search: At least one semester prior to the internship
- Internship Must Be Finalized: One week before the start of classes of the internship semester
- Internship Dates: First day to last day of classes of the semester

**Hours & Credits**

- Students will earn 300-level credits
- ITR credit is just like class credit; students may not take more than 19 total credits in one semester

<table>
<thead>
<tr>
<th>Fall/Spring Internship Hours &amp; Credits (13 wks)</th>
<th>Summer Internship Hours &amp; Credits (10 wks)</th>
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<tbody>
<tr>
<td><strong>Field Experience</strong> ITR 302 Pass/Fail credit</td>
<td><strong>Seminar</strong> ITR 304 Letter Grade</td>
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<tr>
<td>3 cr - 105 hrs</td>
<td>8 hrs/wk</td>
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<tr>
<td>4 cr - 140 hrs</td>
<td>11 hrs/wk</td>
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<tr>
<td>5 cr - 175 hrs</td>
<td>13 hrs/wk</td>
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<tr>
<td>6 cr - 210 hrs</td>
<td>16 hrs/wk</td>
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<tr>
<td>7 cr - 245 hrs</td>
<td>19 hrs/wk</td>
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<tr>
<td>8 cr - 280 hrs</td>
<td>22 hrs/wk</td>
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<tr>
<td>9 cr - 315 hrs</td>
<td>24 hrs/wk</td>
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<tr>
<td>10 cr - 350 hrs</td>
<td>27 hrs/wk</td>
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<tr>
<td>11 cr - 385 hrs</td>
<td>30 hrs/wk</td>
</tr>
<tr>
<td>12 cr - 420 hrs</td>
<td>32 hrs/wk</td>
</tr>
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**Tuition & Financial Aid**

- Student’s regular tuition and financial aid remain the same for ITR internship credits
ITR Internship Program: Step-By-Step Process

1. Attend an ITR Information Session.
   Sessions are held every weekday at 11am & 2pm in the Roosevelt Hall south side lobby.

2. Complete the ITR Internship application.
   - Log into RhodyNet: rhodynet.uri.edu
     User name: your e-campus ID   Password: your Sakai password
   - On your Dashboard, click “Submit a Form”
   - Select “Internship Application”

3. Meet with your academic advisor to determine if ITR credit may satisfy an internship requirement for your major or if you have available free elective credit.

4. Create or update your resume. For assistance:
   - Tutorial & Guidebook: uri.edu/career/resumes
   - Walk-In Advising: Monday-Friday, 10am-3pm

5. Search, apply, and interview for internships.
   Internship Search Resources
   - URI Career Center Website: uri.edu/career/job-internship-search-resources
   - Your Career Education Specialist: S/he may be able to recommend search tools or placements
   - Networking: Tell everyone you know you’re searching for an internship (friends, classmates, family, professors, etc.) and reach out to those who may be able to help connect you.
   - LinkedIn: This professional networking tool is a great way to connect with professionals in the field and the 50,000+ URI Alumni on LinkedIn: university.linkedin.com/linkedin-for-students
   - Target Agencies Directly: If you are interested in a particular agency, search their website for internship opportunities or call/email the agency: http://web.uri.edu/experience/internships/

   Tips & Recommendations
   - Go on multiple interviews. Give yourself the opportunity to find the best internship for you!
   - Periodically update your Career Education Specialist with your search process.

6. Contact your Career Education Specialist (CES) when you secure an internship.
   Your CES (see reverse) will then email you the directions to send your internship supervisor (boss) explaining how to complete the Internship Description Form.

7. Email the Internship Description Form directions to your internship supervisor.

8. Complete your Work Term Record.
   - Log into RhodyNet: rhodynet.uri.edu
   - On your Dashboard, click “Submit a Work Term Record”
     - Term = the semester of your internship
     - Program = your major
     - Sequence = select “Internship”

9. Attend Career Center walk-in hours to obtain your ITR permission numbers and register in e-Campus.
   IMPORTANT! You cannot gain permission numbers if your supervisor did not submit the Internship Description Form or if you did not allow your CES 2 business days to review your Work Term Record.