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>CES</th>
<th>Cluster / Major</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenna Visinho</td>
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<td>401-874-5177</td>
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<td>401-874-9078</td>
</tr>
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Student Requirements

- Minimum 2.50 cumulative GPA (COM, HDF, PSY majors 2.0 or higher)
- 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; students may not take more than 19 total credits in one semester
- ITR credit is just like class credit

<table>
<thead>
<tr>
<th>Fall/Spring Internship</th>
<th>Summer Internship</th>
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<tbody>
<tr>
<td>Hours &amp; Credits (13 wks)</td>
<td>Hours &amp; Credits (10 wks)</td>
</tr>
<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>
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<tr>
<td>12 cr - 420 hrs</td>
<td>32 hrs/wk</td>
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</table>

You will earn Field Experience credit →

And

Seminar credit →

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. **Complete the ITR Internship Information Session Module**
   - Go to: uri.edu/career/professional-development-modules/
   - Make sure to complete the quiz within the module, which acts as your application.

2. **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.**

3. **Create or update your resume.** For assistance:
   - Resume Module: uri.edu/career > Professional Development Modules
   - Drop-In Advising: Monday-Friday, 10am-12pm & 1-3pm

4. **Search, apply, and interview for internships.**
   **Internship Search Resources**
   - URI Career Center Website: uri.edu/career
   - 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 70,000+ URI Alumni on LinkedIn: university.linkedin.com/linkedin-for-students
   - Target Agencies Directly: If interested in a particular agency, search their website for internship opportunities or contact them directly: web.uri.edu/career/files/ContactingPlacementSites.pdf

   **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.

5. **Email your internship supervisor (your internship boss) the Internship Description Form:**

   Dear <<Supervisor Name>>,

   Thank you for accepting me as an intern at <<Agency Name>>. I appreciate the opportunity and I look forward to the experience. In order for me to earn academic credit for the internship, the university asks that you complete an Internship Description Form by <<date>>. I have included the link below:

   https://web.uri.edu/career/guidelines-for-internship-supervisor/

   Thank you for taking the time to submit this important form. If you have any questions, feel free to contact me.

   Regards,
   <<Your Name>>

6. **Complete your Secured an Internship Form**
   - Go to: uri.edu/career/internships-for-credit, the click Secured an Internship Form

7. **Attend Career Center drop-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 your CES did not have 2 business days to review your Secured an Internship Form.

Rev. 11/20/19