

# Quick Tip Sheet

## ITR Internship Program

### ITR Internship Program Information

- ▶ Earn 300-level free elective credit for quality internship experiences in virtually any field anywhere in the US
- ▶ Pursue paid and unpaid internships from our established placements or search for new opportunities
- ▶ Regular tuition and financial aid remain the same for ITR internship credits

### Student Requirements

- ▶ Minimum 2.0 cumulative GPA; Good academic and social standing
- ▶ Undergraduate student with a minimum of 60 earned credits prior to the internship

### Important Dates

- ▶ Begin Your Internship Search: At least one semester prior to the internship
- ▶ Finalize Internship & ITR Credit: 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

- ▶ ITR credit is just like class credit; you may not take more than **19 total cr** in Fall/Spring or **16 total cr** in Summer.
- ▶ **ITR 302:** The credit for your internship hours. Student and supervisor will complete performance evaluations.
- ▶ **ITR 304:** Required online seminar focused on career development and internship support. Includes weekly lessons, discussion, and assignments, including career readiness plan, info interview, resume, LinkedIn, mock interview.

		Fall/Spring Internship Hours & Credits (13 wks)	Summer Internship Hours & Credits (10 wks)	
You will earn Field Experience credit	Pass/Fail credit  35 hours per credit	3 cr - 105 hrs   8 hrs/wk	3 cr - 105 hrs   11 hrs/wk	
		4 cr - 140 hrs   11 hrs/wk	4 cr - 140 hrs   14 hrs/wk	
		5 cr - 175 hrs   13 hrs/wk	5 cr - 175 hrs   18 hrs/wk	
		6 cr - 210 hrs   16 hrs/wk	6 cr - 210 hrs   21 hrs/wk	
		7 cr - 245 hrs   19 hrs/wk	7 cr - 245 hrs   25 hrs/wk	
		8 cr - 280 hrs   22 hrs/wk	8 cr - 280 hrs   28 hrs/wk	
		9 cr - 315 hrs   24 hrs/wk	9 cr - 315 hrs   32 hrs/wk	
		10 cr - 350 hrs   27 hrs/wk	10 cr - 350 hrs   35 hrs/wk	
		11 cr - 385 hrs   30 hrs/wk	11 cr - 385 hrs   39 hrs/wk	
		12 cr - 420 hrs   32 hrs/wk	12 cr - 420 hrs   42 hrs/wk	
		And		
		Seminar credit	ITR 304: Seminar Letter Grade	+ 3 credits

**What do you do now?** Contact Your Career Education Specialist (CES) below:

CES	Cluster / Major	Email	Phone
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