



THE UNIVERSITY OF VERMONT  
**COLLEGE OF ARTS  
AND SCIENCES**

# Internship Advising Guide

Updated Spring 2023  
CAS Internship & Experiential Learning Program  
Director, Sophia Trigg



# Advising Students Looking for Internships



## How to get an internship

1



Brainstorm  
& Explore

2



Apply &  
Interview

3



Enroll in  
Credit

4



Find  
Funding

5



Set Goals

6



Begin!

## International students...

Students on F-1 visas *must* connect with OIE to apply for CPT (Curricular Practical Training) authorization before starting any work or internship experience. The student should also be in touch with their faculty advisor as part of this process.

## 1 Explore Options

Start by looking for various internship opportunities at [go.uvm.edu/intern](https://go.uvm.edu/intern). CAS runs several credit-bearing programs that match students with internships, but many students choose to pursue independent internships and then enroll for credit via CAS.



## 2 Application Resources

Students pursuing internships outside of CAS's credit-bearing programs should use the application resources at [go.uvm.edu/internappguide](https://go.uvm.edu/internappguide) to find opportunities in their interest area.



# Internship Programs

The College runs several credit-bearing internship programs that match students with internships:

## Communities of Practice

Interns work in teams to build their skills while working in a professional setting at external organizations. Some will work 1:1 with an organization, while others will focus on a particular project or group of projects for community partners.

Students are matched with internships after completing a matching quiz and discussion with faculty. Learn more at [go.uvm.edu/cop](https://go.uvm.edu/cop)



## Semester-Away Programs

Students will work 4 days per week with a community partner in a major U.S. city on a project that aligns with their interests and passions. Students also attend one seminar and complete professional development activities to earn 15 UVM credits. Programs available in **Boston, New York City, and Washington, D.C.**

Students' financial aid applies as normal. Students pay tuition to UVM and a housing fee to the partner program. Learn more at [go.uvm.edu/away](https://go.uvm.edu/away)



## Community News Service

The Community News Service (CNS) is a partnership with local community newspapers and media outlets. More than a journalism program, Students of all majors showcase their work in print while learning best practices surrounding research, fact-checking, community engagement, interviewing, and more.

This program is variable credit (1 credit = 2-3 hours of work per week) under course number CAS 3922. Learn more at [go.uvm.edu/cns](https://go.uvm.edu/cns)



## Semester for Impact

For students who want to dedicate an entire semester to an internship in Burlington's nonprofit sector. Semester for Impact matches students with 400-hour internships and awards 15 credits.

Learn more at [go.uvm.edu/sfi](https://go.uvm.edu/sfi)



# 3 Enroll in Credit



For enrollment instructions and more information, please visit [go.uvm.edu/interncredit](https://go.uvm.edu/interncredit)

## CAS 2991 (elective credit)

CAS's path to credit for internships external to UVM or with a UVM entity. Variable credit; open to all majors and internship types.

## Credit toward Major/Minor

If the internship is directly related to the student's major, they may request internship credit from their department.

## Credit for a completed internship

If a student has *completed* an internship during a previous semester and has not yet received credit, they may enroll in CAS 2991 B to earn 1 credit.

# 4 Funding Options

If a student is pursuing an unpaid internship during the summer, they can apply for funding to help cover living expenses at [go.uvm.edu/internfund](https://go.uvm.edu/internfund)

*Please note: Funding during the school year is generally not available.*



# 5 Set Goals & Begin

Help students set themselves up for success using CAS's goal-setting guide at [go.uvm.edu/internresources](https://go.uvm.edu/internresources)





# Tools for Faculty Supervising Internships

These guidelines apply to all internship credit awarded via departments within the College of Arts & Sciences. Your Department, however, may have more specific guidelines for awarding internship credit. Please get in touch with your Chair to learn more.

## What qualifies for internship credit?

Internships that qualify for credit are...

- One-time experiences lasting 1-10 months
- Distinguished from a part-time job or volunteer work by a defined "learning agenda" that structures the experience and allows the intern to get a real sense of the work of the organization.
- Supervised on-site by a dedicated mentor who will ensure the student works toward learning goals and is supported throughout the experience.
- Not interchangeable with positions that the organization would normally hire a part-time employee for.

In all cases, an effort should be made to establish a reasonable balance between the intern's learning goals and the specific work the organization needs completed.

## Offering internship credit to students

### How many credits can students earn?

In CAS, students can earn 1 credit for every 40 hours they work at their internship site.

However, this is a minimum--a student may choose to complete more than 40 hours in exchange for 1 credit. Regardless, hours should be accompanied by written reflective and/or academic work.

### Internship course best practices:

The format of your internship course or independent study is up to you. At minimum, internship credit should help students make connections between their internship work and their academic work via reflections, written assignments, and research.

See [go.uvm.edu/facultycreditguide](https://go.uvm.edu/facultycreditguide) for more information and syllabus templates.

## Students must...

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### Enroll concurrently with their internship experience

Internship credit must be earned concurrently with the internship experience. This is both because UVM's liability insurance only covers students while they are enrolled, and because students should be making real-time connections between their internship and academic work.

Hours counted toward internship credit must be completed between the first and last day of the semester in which the student is enrolled.

If a student missed the opportunity for internship credit, they may be able to earn 1 credit for post-internship reflective work. Visit [go.uvm.edu/interncredit](https://go.uvm.edu/interncredit) to learn more.

### Provide internship supervisor contact information to their faculty supervisor

This is essential so that the faculty member can get in touch with the internship supervisor about signing the UVM Internship MOU and collect end-point evaluations.



For more information, links, syllabus templates, and details surrounding the MOU requirements, please visit [go.uvm.edu/facultycreditguide](https://go.uvm.edu/facultycreditguide) or scan this QR code. Please send any questions to [cas.internships@uvm.edu](mailto:cas.internships@uvm.edu).

## CAS Internship Credit Policy

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A maximum of 12 hours of internship credit may be counted toward the B.A. or B.S. degree. Individual departments determine whether internships count toward the major or minor. Students are expected to either enroll in an internship course or work independently with a faculty member to design a readings and research project that complements the internship activity. Internship work must be done during the same semester in which the student is enrolled for internship credit.

Please note that internships for credit must be with companies or organizations that are able to sign the UVM Internship MOU (i.e. legal entities or sole proprietorships with proper insurance coverage).

## Employers must...

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### Complete UVM's Internship MOU

Employers must review and sign the UVM Internship Memorandum of Understanding (MOU) prior to the start of the internship.

The MOU outlines the expectations and responsibilities of the UVM faculty member, the University, and the internship site. MOUs are valid for a period of five years and cover all UVM students who engage in a credit-bearing internship with that organization during that period. A list of active internship MOUs can be found at [go.uvm.edu/facultycreditguide](https://go.uvm.edu/facultycreditguide).

**Please send this link to your students' internship supervisors so that they can review and sign the MOU.**

### [go.uvm.edu/internforms](https://go.uvm.edu/internforms)

If employers have any questions or are unable to sign the MOU as written, please get in touch with Kristen Andrews, UVM's Internship Coordinator at [career@uvm.edu](mailto:career@uvm.edu).

# CAS Internship Program Successes



Between 2017 and 2022, CAS helped over 2500 students get credit for internship opportunities.

Of that number...

- 239 received funding for a summer internship totaling \$623,000 awarded.
- 490 participated in the Communities of Practice internship program.
- 91 spent a semester in Boston, New York City, or Washington DC completing a fully-immersive professional internship experience.

Through these diverse programs, CAS has expanded the reach and audience for internships by providing opportunities for students at multiple stages of professional development and career readiness.

*"Every student should have the opportunity to have at least one, if not multiple, internships during their time at UVM. Internships provide essential life skills, preparing students for the work place and building the networks and skills they need to succeed."*

-- William Falls, Dean of the College of Arts & Sciences

**Why do an internship?** Check out the data at [uvm.edu/cas/internship-numbers](https://uvm.edu/cas/internship-numbers) to learn more!

## Get in touch!

[go.uvm.edu/intern](https://go.uvm.edu/intern)

[cas.internships@uvm.edu](mailto:cas.internships@uvm.edu)



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