

CAREER CENTER INTERNSHIP COURSE WORK - F. A. Q.

QUESTION	ANSWER
<p>What is an Internship?</p> <p>What types of experiences qualify for the Career Center Internship Class?</p>	<p>ANSWER: An internship, defined by CEIA (Cooperative Education and Internship Association), is “a work experience related to a student’s major and/or career interest”. It is different than the Co-Op program offered on campus in that it is completed during a single semester (14-16 weeks) and short range (10-14 weeks) verses the multiple semesters of a Co-Op (3 semester commitment). To enroll in the CCINT courses, the internship must be related to the student’s major or field of interest and at least 50% of the work experience must be at the collegiate level (approval by the instructor required).</p>
<p>What are the types of Internship courses available and how many hours do I work?</p>	<p>ANSWER: Students can either participate in a Part-Time Internship Course (CCINT 101 – 120 working hours), a Full-Time Internship Course (CCINT 201 – 320 working hours), or an internship course through their major (check Internship Course Listings in the Counselor Resource Center).</p>
<p>How do I enroll in the course?</p> <p>How do I get my required documents (contract/syllabus, training, evaluations, etc.)?</p>	<p>ANSWER: The course has an Open Enrollment status. Students can add the course to their course load just as they would any other class. Once enrolled, the CCINT instructor will be notified via Mainframe of the student addition and contact that student right before the beginning of the semester via email.</p> <p>ANSWER: Required documents (contracts/syllabus, training workshops, evaluations, etc.) will be emailed to the student’s <u>CLEMSON EMAIL account</u> and the site supervisor’s email account before the beginning of the semester. The documents are also available online (http://career.clemson.edu). Training does not have to occur in person -- it can be done virtually with the instructor.</p>
<p>When are the documents due?</p> <p>How will I know if I have been approved?</p>	<p>ANSWER: The required CCINT contract/syllabus and training workshop are due on the last day to Drop a class during the semester of the internship. The Evaluations are due during the first day of final exams for the semester.</p> <p>ANSWER: The CCINT Instructor will notify students immediately via their Clemson Email account if there are any problems with their paperwork.</p>
<p>For a summer internship, do I need to enroll in Summer Session I and Summer Session II?</p> <p>Can I take CCINT more than once or for more than one semester?</p>	<p>ANSWER: No. The summer internship courses (CCINT 101 and CCINT 201) are labeled as “Irregular Courses” during the summer. This means that they “straddle” both semesters. Students only need to enroll in Summer Session I and grades for that course will be issued at the end of Summer Session II.</p> <p>ANSWER: Yes. However, the second time a student takes the course, he/she will need to enroll in one of the follow up courses (CCINT 102/103, CCINT 202/203).</p>
<p>Can I enroll in the course several weeks into the semester or after a semester?</p>	<p>ANSWER: No. The course is not retroactive. Students must enroll in the course before the last day to Drop/Add.</p>
<p>Can I get collegiate sports tickets during an internship?</p>	<p>ANSWER: Yes. For a student to secure their football tickets during an internship, they need only to pay their Activities Fee in addition to the CCINT Fee.</p>
<p>Will an internship affect registering for classes?</p>	<p>ANSWER: Yes. For those students that are registered for the Full-Time Internship Class, the students have the opportunity to utilize “Priority Registration Status” during the semester of experience.</p>
<p>How will an internship impact my SC LIFE Scholarship/Palmetto Fellows Scholarship/Financial Aid/etc.?</p>	<p>ANSWER: The course will mostly likely just put a “hold” on a student’s scholarships and maintain his/her student enrollment status. However, students MUST check with the Financial Aid Office for verification. The Career Center is NOT to verify any of this information.</p>
<p>What is Career Center Internship Contract/Syllabus</p> <p>What do I do about getting signatures, returning it to you, etc.?</p>	<p>ANSWER: The Career Center Internship Contract is a document to be completed by the student and the internship site. This document is required to be enrolled in the class or course and must be submitted to the Career Center before the internship begins (deadline is actually the last day to drop classes for the semester). Students can fax, email, or U.S. Postal mail the document to us. If need be, site supervisor signatures can come after the student is on site as long as they meet the last deadline requirement with the contract.</p>