

Understanding the Internship Process  
Frequently Asked Questions

Phase I: Internship Planning

1. **What are the eligibility requirements to completing an internship?** 2.7 GPA for undergraduates and 3.0 for graduate students. Internships are normally not recommended until your sophomore or junior year as many organizations may have some pre-requisite training or coursework.
2. **Do you offer placement in an internship?** While students are responsible for securing their own internships, the Career Development Center provides resources to assist in that process.
3. **Can internships be completed for experience only?** Yes. For domestic students seeking to complete an internship for experience only, no internship forms or contact with the Career Development Center is needed. This process is between the student and the employer.
4. **Must I pay for tuition if I'm doing an internship for academic credit?** Yes. Internships are considered academic coursework. Students should refer to the tuition and fees section for more information: <https://www.hpu.edu/business-office/fee-schedule.html>
5. **If I am doing an internship for experience only, do I need to pay for tuition?** No. If you are doing an internship purely for non-academic reasons, no tuition rates apply.
6. **Do all academic programs require an internship?** No. Only hospitality and tourism majors require a mandatory 600 hours total internship experience.
7. **Can I get a paid internship?** It depends. Most internships, not all, are unpaid. However, like the overall job market some programs are in high demand specifically accounting, computer science and finance. These majors "may" have more paid opportunities available.
8. **If my major does not require an internship what are my options?** Some programs have experiential learning opportunities attached. It is important that you review your degree program or speak with your academic advisor. Potential program options may include:
  - a. **Practicum:** Certain majors require a practicum which is similar to an internship and focuses on hands-on learning.
  - b. **Clinical experiences:** Nursing students will complete clinical experiences in the junior or senior year. This allows them to use hands on experience in healthcare facilities.
  - c. **Project based learning:** Some disciplines within the college of business complete specific project- based activities with a local business organization. This allows students to combine classroom activities in active case scenarios.
9. **If my major does not require any of these program options, and I still want to do an internship what are my choices?** Here are some alternatives to consider.
  - a. **Part time work:** If money is your primary concern consider obtaining a part time job.

- b. **Volunteering:** Community based volunteering is a great way to build contacts in the community while learning new skills. Volunteering is also more flexible to a college course schedule.
  - c. **Student Clubs:** Student clubs are a great way to collaborate with other students in your field, hold events and become more involved.
10. **None of these options interest me and I still want to do an internship, what should I do?** Start by having a conversation with the following:
- a. **Program Chair:** Certain academic programs have strict requirements. Discuss your intentions with your program chair.
  - b. **Academic Advisor:** If completing an internship for academic credit, you need to have credits available. If not, the internship experience will not count towards any degree requirements. Your advisor can assist you in reviewing your degree plan and make those determinations.
  - c. **Career Development Center:** The Career Development Center can review and discuss your available options and troubleshoot different scenarios if an internship is your goal.

### Phase II: Internship Registration

- 11. **When can internships be completed?** Fall, spring or summer terms
- 12. **How do I register for my internship?** Once all your internship forms are completed contact the career development center at [cdc@hpu.edu](mailto:cdc@hpu.edu). We will schedule you for an appointment in-person or via email due to COVID-19 concerns.
- 13. **My internship forms are incomplete can I still register?** No. These internship forms are legal documents that protects you the intern, the employer and institution.
- 14. **Will I be charged tuition?** Yes. If this internship is being completed for academic credit you will be charged the standard course tuition rate.

### Phase III: Internship Completion

- 15. **What if I decide to drop my internship during the middle of the term?** Be mindful of the academic calendar. Courses that are dropped past the deadline may result in a "W". Students may still be responsible for any accrued costs involved.
- 16. **How many hours do I need to complete?** It depends on the amount of credits registered: **1 credit=40 hours, 2 credits=80 hours, 3 credits=120 hours**. For hospitality and tourism majors the breakdown is: **1 credit=200 hours, 2 credits=400 hours, 3 credits=600 hours**
- 17. **How do I track my hours?** The Career Development Center will provide you with a time log.
- 18. **What if I experience problems at my internship site?** We always recommend discussing your concerns with your supervisor first. We also recommend reaching out to the Career Development Center if further assistance is needed.
- 19. **What if I do not accrue enough hours?** Discuss the reasoning behind this with the Career Development Center. They will look at other options.

#### Phase IV: Debrief and Next Steps

20. **Can I use this internship experience on my resume?** Yes. Internships are considered work related experience and can be used to increase quality and depth to any resume.
21. **Can I do another internship?** It depends. If other eligibility requirements are met such as GPA and available credits in your course schedule, then the possibility of another internship may be considered.
22. **What if I had a negative experience?** Internships are learning opportunities. Learning what you do not like is just as important as validating positive experiences.
23. **What if I had a positive experience?** Share your positive experiences with the Career Development Center. We may even do an intern profile article for our marketing materials.