Internship FAQ’s

How do I get credit for an internship?

In order to get credit for an internship, applicants must meet the following criteria:

1. Enroll in the accompanying internship course for your program. If you are in the Business Administration program, you would take BUS 490; if you are in the Criminal Justice program you would enroll in CSJ 490, etc. You are only eligible to take these courses in your Senior year.
2. The start and end date of your internship must coincide with the start and end dates of the term for which you are enrolled in the accompanying internship course. For example, if your internship course begins on April 1st and ends on July 15th, only hours worked during that time period will count towards the total hours requirement. You can work the internship from March to August, but any hours worked before or after the term start and end dates will not count towards the total hours requirement.
3. You must earn a minimum of 150 hours over the 10-week course. This equates to 10 hours per week at your internship, and 5 hours per week in your class.

*Kendall College at National Louis University has different requirements for hours earned. Please contact the Career Bridge for more information.

Why do I have to take an accompanying internship course?

In order to support and develop the learning and experience you will attain while on your internship, National Louis University requires that you enroll in an accompanying internship course. The course is meant to enrich your experience, and will provide you with a network of support.

I am applying for a part-time/full-time position; can I use that as an internship?

Part-time or full-time employment can count as an internship as long as it meets the internship criteria. The role must:

1. Be an extension of the classroom, and not simply advance the operations of the employer
2. The skills or knowledge learned must be transferable to other employment settings
3. Be supported by a professional in the field, acting as an on-site supervisor

Such roles will be assessed on a case by case basis to ensure the career interests of the student are represented.

Can I do an internship with my current employer?

Internships with a current employer are evaluated on a case by case basis. The purpose of an internship is to provide an experience that advances and compliments the academic and professional concepts and skills you have been learning in your classes. If your current employer is in a field that compliments your program of study, and they are able to create an experience that is consistent with National Louis University’s standards for an internship, then you may submit for evaluation. Keep the following in mind:

1. Because internships with a current employer are subject to additional standards, plan to submit an application at least 2 months prior to the start date of the internship course, to allow sufficient time for evaluation or to search for an internship, should the request not be approved.
2. Internships with a current employer must involve work outside of typical duties. Applicants must provide a detailed description of the current role, and how the proposed internship differs from the current role.
I have an opportunity to do an internship before my Senior year, can I get credit for that?

That’s great! The Career Bridge recommends that you take advantage of as many internship experiences as you are able to. However, you will only receive college credit for an internship that coincides with your enrollment in an internship course.

Can I intern at a family member’s business?

The Career Bridge believes a key component to experiential learning involves exposure to new and challenging experiences, and so recommends that students explore opportunities of which they have no affiliation. However, interning with a company which also employs a family member does not necessarily preclude the approval of an internship.

- No student may intern for a company owned or managed, fully or in part, by a family member.
- No intern may work under the supervision of a family member
- No intern may work under the supervision of an employee that works at the direction of a family member
- Any familial ties must be disclosed in the application process

Can an internship be paid?

Absolutely! National Louis University encourages and promotes paid internships!

Can I stop interning if I meet the hours requirement early?

Students can work as many hours per week as manageable, but must remain at the internship site for the duration of the 10-week course, even if the hours requirement is met earlier. Most students intern 2 to 3 days per week; the schedule and specific hours should be documented and agreed upon between the intern and supervisor prior to the start of the internship.

If I don’t like my internship, can I switch in the middle of the quarter?

The Career Bridge wants every intern to have a positive and enriching experience. Prospective interns are encouraged to consult with Academic and Career Coaches, and Career Bridge Advisors and Employer Relations Managers to identify what types of internships and sites will be a good fit. Once an internship is approved, students are expected to complete the entirety of the experience. Only under extenuating circumstances will exceptions be made.

Can I get an internship outside of my academic major?

While there is great value in exposure to a professional setting, it is in your best interest to pursue an internship that aligns with your career aspirations. If you are majoring in Criminal Justice because you aspire to be a police officer, then it will be most beneficial for you to focus your search within the field of Law Enforcement. Alternatively, if you aspire to work in security or state government, your search will likely differ from that of an aspiring police officer. Ultimately, prioritize your career interests when searching for an internship.
Who do I go to if I need to help finding an internship?

Once you're ready to begin applying for internships, the Career Bridge Employer Relations Managers can assist with recommending potential internship sites. Being ready to apply means that you:

- Have determined a field of work which you would like to intern within
- Have a resume and cover letter, which have been reviewed by an academic or Career Bridge advisor

As well, consider attending an Internship Referral Session hosted by the Career Bridge Employer Relations Managers. Check the Events page on Handshake for the next session.

My employer wants to know the requirements of the program. Is there a resource I can give them?

See the Employer Guidelines attachment on this resource page.