

SUNY Cobleskill Internship FAST FACTS Sheet

- **Once you are registered for an internship, you cannot change the number of hours you are attempting to complete.**
- **You can partition or separate your total internship hour requirement (example – 600 hours) across 2 semesters, but you need to have a separate ILA – Internship Learning Agreement for each site.**
- If you complete your senior, credit bearing internship over the summer or semester, and you are lacking hours at the end of the internship, contact your Faculty Supervisor to discuss the following options:
 - Find a second site and complete a second ILA to finish the remaining hours. If a second site is not found within a reasonable amount of time (a few weeks) you **MUST** contact your Faculty Supervisor and the Registrar’s Office.
 - Work with your Faculty Supervisor to develop a campus project which will fulfill your remaining hours (which must be 50 hours or less.)
 - **Note: You will not be re-registered for an internship during the following semester during which you are completing the remainder of your hours, so you will NOT be a REGISTERED STUDENT during the following semester while you are completing your hours.**
- The semester prior to your senior internship, you should register for the course INTR 400 which is a “placeholder” course for internship.
- **If there are ANY issues with your internship, you need to let your Faculty Supervisor know immediately.**
- If you withdraw from an internship site, you need to contact the Center for Career Development so your site can be removed from the list for evaluations.

SUNY Cobleskill Internship FACT Sheet

Things you should know about senior, credit bearing internships:

- **Once you are registered for an internship, you cannot change or reduce the number of hours you are attempting to complete.** For example, you cannot start a 600-hour internship and then decide that you want to reduce your internship to 300 hours. This stipulation applies to all majors, as this would affect financial aid.
- You can partition or separate your total internship hour requirement (example – 600 hours) across 2 semesters, but you need to have a separate ILA – Internship Learning Agreement for each site or for each semester you are going out on an internship. (Example: In Summer 2018 you are at Site A for 300 hours and registered for 6 credits. In Summer 2019 you are at the same site as the summer the year before, or at a new site. You will need to file a second (new) ILA and you will be registered for the remaining courses.)
 - Note: If you partition your internship hours across 2 sites, please note that information on the front of both ILA's when you submit them, so the secretaries processing your agreement have an understanding of your internship plans.
- If you complete your senior, credit bearing internship over the summer or semester, and you are lacking hours at the end of the internship, the Faculty Supervisor will assign an "I – Incomplete."

The first step in completing the balance of your hours is to contact your Faculty Supervisor to discuss the following options:

- The Faculty Supervisor can have you find another site to complete your remaining hours during the semester immediately following the summer or semester that you were out on an internship. In this case, you will need to submit a new signed ILA for the second site. If a second site is not found within a reasonable amount of time (a few weeks) you **MUST** contact your Faculty Supervisor and the Registrar's Office.
- If the Faculty Supervisor determines that your remaining hours for internship completion are low (example, under 50 hours), he/she may assign a campus project for you to work on which will allow you to complete your remaining hours.

Once you complete your remaining hours, your faculty supervisor will be able to assign a grade for the internship. If you receive an "I" grade for internship, you MUST complete the remaining hours needed during the semester immediately following the semester or summer that you were out on an internship.

- **Note: You will not be re-registered for an internship during the following semester in which you are finishing the remainder of your hours, so you will not be a registered student in the following semester while you are finishing your hours.**
- During course registration for the semester in which you are planning to go out on an internship, you will register for the course INTR 400 which is a "placeholder" course for internship. The purpose for INTR 400 is to let the college know which semester (or summer) you plan to complete your senior internship. Once the College views INTR 400 on your schedule, staff can begin to package your financial aid, if applicable. If you do not submit a signed ILA – Internship Learning Agreement, you will NOT be registered for an internship and the placeholder course will be dropped. Submitting a signed ILA is the only way a student can receive credit for their

senior internship. INTR 400 will simply be dropped from your schedule. You will not receive a “W” on your transcript.

- Note: If your ILA has not been submitted by the 14th day of the semester (or summer) that you are planning to do your internship, the INTR 400 placeholder will be dropped. If you find an internship after the 14th day of the semester (or summer semester) you will need to submit a “Request for Late Registration for Internship” form along with your ILA. Our Provost will review your request and approve or deny. If approved, your ILA will be processed and you will be registered for internship.
- If there are ANY issues with your internship, you need to let your Faculty Supervisor know immediately. You should also discuss your concerns with your Site Supervisor for your internship. It is important that you advocate for yourself, as interns are typically off campus during their internship.
- If you withdraw from an internship site, with the permission of your Faculty Supervisor and after informing and discussing the issue with your Site Supervisor, you need to:
 - Inform the Center for Career Development so your site can be removed from the list. The College does not want to send an evaluation to the site if you are no longer there.
 - Meet with your Faculty Supervisor immediately to discuss alternative sites, as you will still need to complete your remaining internship hours. If you leave a site, you **MUST** complete all remaining internship hours during the following semester.

If students have a low number of hours and leave their internship site within the first few weeks, they may be withdrawn from internship. Students who receive a “W” will have to re-register and pay tuition again for their internship. In this case, an “I” will not be assigned.