Frequently Asked Questions

WHY consider an internship?

- To gain valuable work experience
- To explore possible career paths
- To apply classroom learning to the real world
- To gain contacts and network with people and organizations who may help you in the job market
- To enhance your resume
- To earn academic credit

WHO is eligible to do an internship?

- Undergraduate students must have achieved a junior or senior standing and must have a 2.00 cumulative GPA and a 2.30 core/major GPA. Graduate students must have a cumulative GPA of 3.00.
- Students in all colleges, schools, or divisions are eligible for the internship; however, students need to confirm with their academic advisor that they have elective hours available.

WHAT qualifies as an internship?

- Any work experience that is related to your educational and career goals.
- The key requirement is that the internship involve a NEW experience. Students can earn credit for their current jobs if they are beginning a new project or activity.
- Internships may be part-time or full-time, paid or volunteer.
- Students must work 80 clock hours to earn one credit hour. Graduate students must work 100 clock hours to earn one credit hour.
- Student may enroll in one (minimum) to six (maximum) credit hours per semester. Tuition fees are assessed for internships.

WHERE are internship opportunities available?

- Students should contact the Department of Public Policy Internship Coordinator at 260-481-6351 for assistance in locating a sponsor. Please see Internship Examples for a listing of sponsoring agencies.
- Internship opportunities are available in the Northeast Indiana area and nationwide.
- Internship opportunities are available in many professional areas including: law, corrections, probation, education, health, community services, government, private business, and many more.

WHEN are internships completed?

- Because work experiences don’t always fit in the typical academic calendar, students may begin an internship any time during the calendar year.

HOW do I earn internship credit?

- Eighty (80) hours of supervised work equals one hour of undergraduate academic credit; 100 hours of supervised work equals one hour of graduate academic credit.
• PPOL V380/V585 may be for a minimum of one through a maximum of six credit hours, for any given semester. The department secretary will enroll you in the appropriate course.
• Up to six undergraduate credit hours can count toward PPOL electives; an additional six undergraduate credit hours can be counted as general electives. Graduate internship hours are elective credit only and can fulfill the experiential component requirement under V585. (See IPFW graduate bulletin for further information). All students should check with their academic advisor if they have questions about how the credit will count toward their degree.
• Internships are graded Satisfactory/Unsatisfactory. These credit hours do NOT impact your GPA.