

# INTERNSHIP 495 FOR ACADEMIC CREDIT

Internship 495 is a course where Foster students may receive general elective credits for their internship. Read through this handout to ensure you meet the requirements and follow the required processes.

## INTERNSHIP 495 COURSES AVAILABLE TO STUDENTS

ACCTG 495	BA 495
IS 495	MGMT 495
FIN 495	IBUS 495
MKTG 495	OPMGT 495

## INTERNATIONAL STUDENTS

In order to do an internship, you must apply for CPT (Curricular Practical Training) through ISS (International Student Services) and receive credit for the internship through Foster Career Services.

## STUDENTS ARE ELIGIBLE FOR VARIABLE CREDIT AMOUNTS BASED ON THE NUMBER OF HOURS WORKED:

- 4 CREDITS ..... 400 hours across the academic quarter
- 3 CREDITS ..... 300 hours across the academic quarter
- 2 CREDITS ..... 200 hours across the academic quarter
- 1 CREDIT ..... 100 hours across the academic quarter

## GUIDELINES FOR INTERNSHIP 495 REGISTRATION

- The course is taken as Credit/Non-Credit.
- Credit cannot be given for past internships; this applies to summer quarter deferrals.
- Credits must be taken during the same quarter as the internship. Exception: students have the option to do an internship during SUMMER quarter and defer credits to AUTUMN quarter. All internship registration steps must be taken with Foster Career Services before the last day to add a course through MyUW for SUMMER quarter.
- All Internship 495 registration steps must be taken before the last day to add a course through MyUW of the quarter you are registering for (follow the steps on the back side of this handout).
- Students may earn 1-4 credits per internship AND up to a total of 8 internship credits.

## COURSE REQUIREMENTS

In addition to completing the hours at the internship, all assignments must be completed by the assigned deadlines to receive credit. Detailed instructions and due dates will be available on Canvas after you register for the course.

Late assignments will not be accepted. Failure to complete assignments by due dates will result in not receiving credit.

**1** Reflection paper(s): Complete a response to an internship prompt for every credit you are taking (e.g. 3 credits = 3 prompts).

**3** Student evaluation about internship.

**2** Updated resume: Update your resume to include your internship experience.

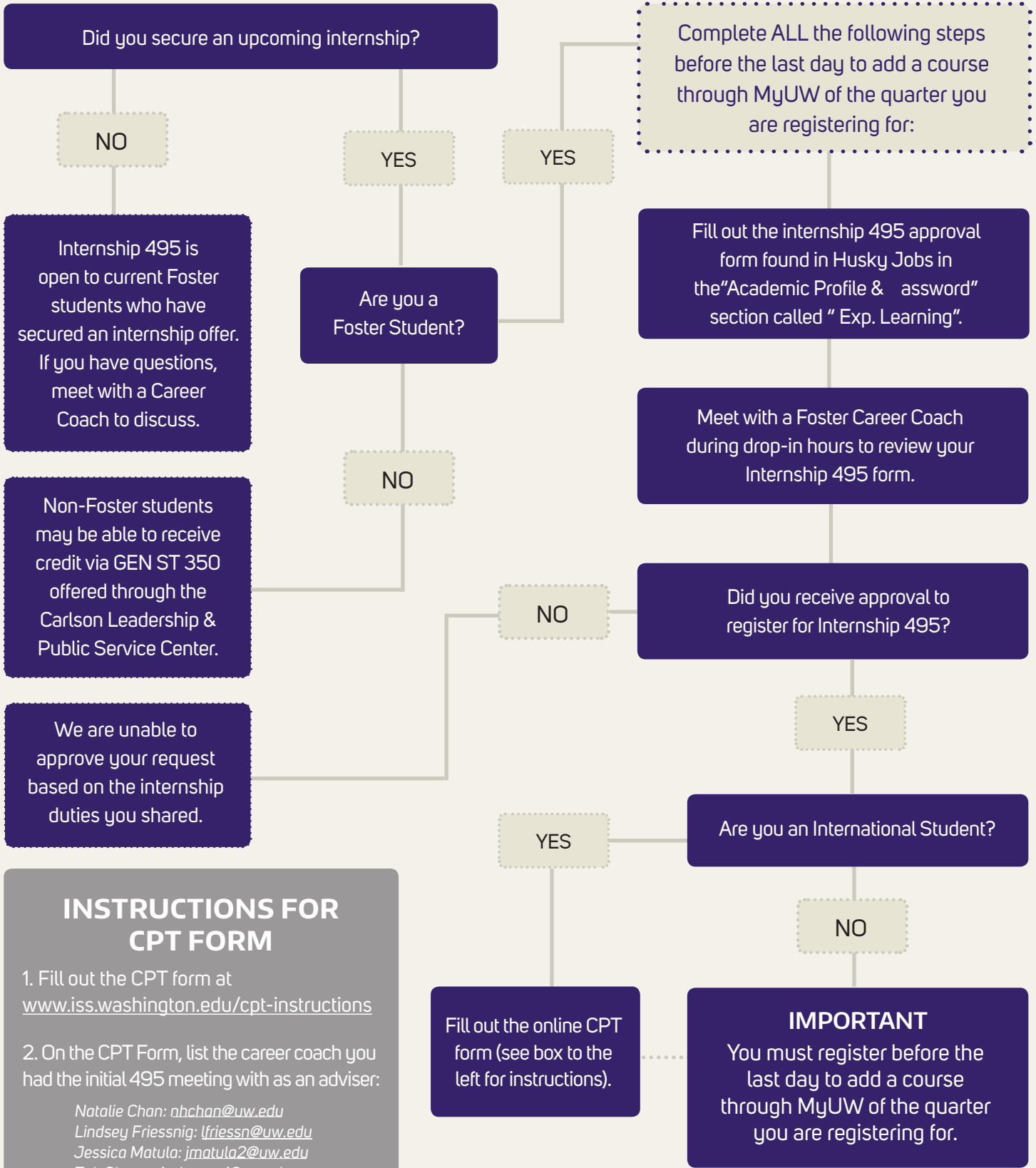
**4** Debrief meeting: Schedule an appointment with a Foster Career Coach to discuss your internship experience, takeaways and updated resume.

*Note: Course requirements 1–3 must be completed at least 24 hours prior to your scheduled meeting.*



# STEPS TO RECEIVE CREDIT FOR AN INTERNSHIP

**\*\*READ THROUGH THE FRONT SIDE BEFORE PROCEEDING WITH THE FOLLOWING STEPS**



## INSTRUCTIONS FOR CPT FORM

1. Fill out the CPT form at [www.iss.washington.edu/cpt-instructions](http://www.iss.washington.edu/cpt-instructions)
2. On the CPT Form, list the career coach you had the initial 495 meeting with as an adviser:

Natalie Chan: [nhchan@uw.edu](mailto:nhchan@uw.edu)  
 Lindsey Friessnig: [lfriessn@uw.edu](mailto:lfriessn@uw.edu)  
 Jessica Matula: [jmatula2@uw.edu](mailto:jmatula2@uw.edu)  
 Zak Sheerazi: [sheerazi@uw.edu](mailto:sheerazi@uw.edu)

### IMPORTANT

You must register before the last day to add a course through MyUW of the quarter you are registering for.