



INFORMATION FOR STUDENTS

INTERNSHIP FOR CREDIT

What is an internship for credit?

It's a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application in a professional setting while earning college credit. Students gain professional experience in their career field, develop industry skills, and connect with experienced professionals under the direct supervision of a site supervisor at their internship site with a Sierra College internship instructor providing college oversight. Eligible students can earn up to four units of college credit through an internship by registering for an internship course in the fall, spring or summer semester.

How does earning credit for an internship work?

Eligible students obtain an internship related to their program of study or career goal. They identify a site supervisor at their internship site and a trained Sierra College internship instructor who will partner to ensure the internship provides college level learning. Students complete a self-paced orientation and then the internship is formalized through forms completed and signed by all parties. A unique internship course is then created and students register for the class. They work throughout the semester, being sure to meet the required hours and learning objectives determined in the creation of the course in collaboration with their site supervisor and instructor. Once the semester is over, the instructor will assign a course grade based on the student's successful completion of the internship requirements.

How many units will I earn?

Students collaborate with their site supervisor and internship instructor to decide how many hours they will complete during their internship, which determines the number of units they will earn. The formula is 1 unit for every 60 unpaid hours or 75 paid hours. An "F" grade is assigned if students do not complete the minimum required hours.

Minimum Hours per Semester		Units
Paid	Unpaid	
37.5	30	0.5
75	60	1
150	120	2
225	180	3
300+	240+	4



Who can earn credit for an internship?

- Currently enrolled Sierra College students who are 18 years or older at the start of their internship (students enrolled in high school are not eligible)
- Students who have a confirmed internship that provides new and expanded learning related to their education or career goal
- Students should have a declared program of study (major), completed at least one semester of college, and an overall 2.0 GPA

International students must have approval from a Sierra College Designated School Official (DSO). Students receiving VA education benefits should consult with a Sierra College VA Certifying Official.

What are the steps required to earn credit for an internship?

1. Obtain an internship related to education or career goal
2. Complete self-paced Internship Orientation in Canvas by deadline noted on the [Internship Dates and Deadlines handout](#) which includes confirming a site supervisor, internship instructor, and internship course details
3. Complete and sign internship forms e-mailed via Adobe Sign
4. Register for internship course prior to start date
5. Start internship and track hours on timesheet
6. Work to complete learning objectives and required hours
7. Complete minimum required hours and submit timesheet by end of semester

How can I find an internship?

Students use multiple strategies to look for internships. Students are encouraged to start looking for an internship well in advance of the start of the semester since the internship search and hiring process can take months. Here are ideas to arrange a meaningful experience:

- Use Sierra College's online job board, [College Central Network](#)
- Consider [Student-Recommended Internship Sites](#) from previous interns
- Ask instructors and other trusted college staff
- Connect with student clubs and professional organizations
- Reach out to friends and family -- many openings are never advertised, so networking is important
- Search local company websites directly

Think outside the box -- for example, a construction company might need a marketing intern, etc.

How do I get started?

Go to the **Internship for Credit** section at sierracollege.edu/ctc to:

1. Review and confirm internship for credit eligibility
2. Learn how internships for credit work
3. Confirm planned internship aligns with semester dates and deadlines
4. Access the self-paced Internship Orientation