INFORMATION FOR STUDENTS

INTERNSHIP FOR CREDIT

What is an internship for credit?

This experiential learning opportunity bridges classroom knowledge and theory with practical application in a professional environment, allowing students to earn college credit. Through internships, students gain valuable industry experience, develop essential skills, and build connections with seasoned professionals under the guidance of a site supervisor.

Additionally, a Sierra College internship instructor provides oversight. Eligible students can earn up to four units of college credit by registering for an internship course in the fall, spring, or summer semesters.

How does earning credit for an internship work?

Eligible students secure internships aligned with their program of study or career goals. They select a site supervisor at their internship location and collaborate with a trained Sierra College internship instructor to ensure the experience meets college-level learning standards.

After completing a self-paced orientation, the internship is formalized through signed agreements among all parties. A dedicated internship course is then created, and students register for it.

Throughout the semester, they fulfill required hours and learning objectives established in partnership with their site supervisor and instructor. At the end of the semester, the instructor assigns a course grade based on the student's successful completion of internship requirements.

How many units will I earn?

Students collaborate with their site supervisor and internship instructor to determine the total hours for their internship, which influences the number of units they will earn. The formula is one unit for every 54 hours of unpaid or paid work. If students do not meet the minimum required hours, they will receive an "F" grade.

Minimum Hours per Semester	# of Units
27	0.5
54	1
108	2
162	3
216	4

SIERRA COLLEGE CAREER AND TRANSFER CONNECTIONS
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Who can earn credit for an internship?

- Currently enrolled Sierra College students who are 18 years or older at the start of their internship (high school students are not eligible) may apply.
- Eligible students must have a confirmed internship that offers new and expanded learning relevant to their education or career goals. Additionally, they should have a declared program of study (major), completed at least one semester of college, and maintain an overall GPA of 2.0 or higher.
- International students need approval from a Sierra College Designated School Official (DSO), while those 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 our website 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 employ various strategies to search for internships and are encouraged to begin their search well ahead of the semester, as the process can take several months. Here are some ideas to help arrange a meaningful internship experience:

- Use Sierra College's online job board, Handshake
- 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