

## **FAQ For Students:**

### **Q: What are the benefits of an internship?**

A: Internships provide hands on experience that is valuable in applying skills learned in the classroom to real life. They position a student well for the job market, have a positive impact on base salary and allow opportunities to network with professionals in the industry, which may open potential career opportunities post-graduation.

### **Q: Where do I search for an internship?**

A: Students are encouraged to search for internships via Career Saint. There are, however, many other sites which may prove to be helpful in their search such as Indeed.com, LinkedIn, and Google jobs. Utilization of a student's personal network can be helpful in locating an internship . Family, Friends, Faculty, neighbors and past employers all serve as potential leads for internships and career opportunities.

### **Q: How can the Office of Internship Programs help me in my search?**

A: The Office of Internship Programs can assist in navigating the credit-bearing vs. non-credit bearing internships process. In order to utilize this office, students may make an appointment via Career Saint during the daily office hours. To make the discussion most productive, the student should come to the appointment with a certified resume and familiarity with the Career Saint internship search tool.

### **Q: When is a good time to start looking for an internship?**

A: As a general rule of thumb, students should plan ahead by beginning their internship search approximately 2-3 months in advance to account for applying, interviewing and accepting. There are, however, industry deadlines where a longer lead time may be necessary.

### **Q: What is the benefit of using Career Saint to find internships?**

A: Internships found on Career Saint have been vetted by the Office of Internship Programs and the Faculty Coordinators.

### **Q: Do I need a resume to apply for an internship on Career Saint?**

A: Yes! A resume must be certified by the Career Education and Professional Development Office (CEPD) in Foy Hall before a student has the ability to apply for internships on Career Saint. Students are able to make an appointment with CEPD via Career Saint.

**Q: Can I find an internship on my own?**

A: Yes, students seeking internships on their own which aren't listed on Career Saint should contact the Office of Internship Programs at [internships@siena.edu](mailto:internships@siena.edu). By providing the job description and hourly requirements, the office will work with the faculty coordinator in that particular discipline to determine if the internship has sufficient and fitting academic content to qualify as a credit-bearing opportunity.

**Q: What is the difference between an internship for credit and one that's not?**

A: An internship taken for academic credit allows students to earn up to 3 academic credits per semester for their experience. Students are required to complete 40 hours of "field work" at their internship site per academic credit. Students must enroll in an internship course or practicum that is done in conjunction with the field experience. After the end of the semester and all internship hours are fulfilled and proper evaluations submitted, the faculty internship coordinator will assign a grade and the course will appear on the student's transcript.

A non credit bearing internship is one that is not taken for academic credit, but continues to be a learning experience with a site supervisor who will mentor and guide the student. Tasks must also be relevant and meaningful to the major.

**Q: How do I know that I am eligible for an academic credit bearing internship?**

A: In order to be eligible for an internship, students must be matriculated, be registered as a full time student, have attained junior or senior standing academically, and have permission from the Faculty Internship Coordinator/department chair. Underclassmen interested in credit bearing internships must satisfy all prerequisites and/or obtain approval from their Faculty Internship Coordinator.

**Q: I want to take an internship for academic credit. What do I do?**

A: Notify the Office of Internships or your faculty internship coordinator. Your job description must be approved by the faculty internship coordinator. Next you must register for an internship class via Web for Students. If your professor is utilizing the Experiential Learning Module to track your internship, you must complete an application and a placement form.

**Q: Do I have to complete an application form in the EL Module each time I complete a credit bearing internship?**

A: No, you do not have to complete an application form each time.

**Q: Do I have to complete a placement form in the EL Module each semester?**

A: YES! You must complete a placement form because the placement form is semester specific. The system works off of the start and end dates of the semester to notify the employer of midterm and final evaluations

**Q: Can I use academic credits obtained through an internship as credit toward the major?**

A: Internship credits are general elective credits and cannot be used as credits toward the major.

**Q: Who are the Faculty Internship Coordinators?**

A: The following link provides a list of the [Faculty Internship Coordinators](#)

**Q: Can I complete more than one credit bearing internship in a semester?**

A: No, a student may take only one academic internship in a single semester worth up to 3 academic credits.

**Q: When should I begin and end my credit bearing internship?**

A: Start and end dates for your credit-bearing internship should align with the academic calendar. A non credit internship can begin and end at any time.

**Q: Is there an internship handbook for students?**

A: Yes. If students want to learn more about the internship program at Siena College, please access the [Student Internship Guide](#)

**Q: Can I take internships for credit over the summer?**

A: Yes. Participation in a summer internship is at the discretion of the Faculty Internship Coordinator. The student must also have a minimum of 75 credits completed toward his/her degree, and/or permission of the Faculty Internship Coordinator/department chair to participate in a summer internship. Interested students should register for the corresponding internship class during general registration times. Tuition costs for summer classes are offered at a [reduced rate](#).

**Q: Can I live on campus if participating in a summer internship?**

A: Yes, students can apply for [summer housing](#) via the student housing portal. Check out eligibility and costs on the summer housing link.

