Chatham University Internship Program
Overview for Internship Sites

Chatham University is committed to supporting career development through experiential learning for our students. To that end, all undergraduates are required to earn at least 3 academic credits through one or more internships. They may earn as many as 17 academic credits in internships throughout their time at Chatham. Some majors require students to earn more than 3 academic credits.

How will my company/organization benefit from partnering with Chatham University’s internship program?

1. Increase name recognition of your company/organization
2. Provide your organization with an enthusiastic, ambitious intern who is excited to learn and to contribute to your goals
3. Provide the opportunity for your permanent staff to gain supervisory experience
4. Allow you to assess the capacities of a potential employee
5. Facilitate links between your company and Chatham University for research, teaching, and recruitment

How much time can my intern give me?
Each credit hour equals 40 hours of direct service to your organization over the semester. If your intern has registered for 3 credits, she/he will give you 120 hours of effort over a 14 week semester (fall, spring, summer). Students may also do internships during our three week Maymester and our two seven-week summer sessions. Students typically seek one or two credits for these shorter semesters.

How many credits can a student earn as an intern in my organization?
Students can earn as many as 12 credits for interning in your organization over two semesters.

Can I keep an intern for several semesters?
Your intern can stay with your organization for more than two semesters, but she/he cannot earn academic credit for time given beyond the second semester.

My current intern volunteered for my organization last semester, but not for credit. Can she/he earn that credit retroactively?
No, students earn credit only for time spent in an internship during the semester in which they are enrolled in an internship course.

What kind of work can my intern do?
She/he can do work that is consistent with the position description you provide and the learning objectives she/he has developed in consultation with her/his faculty supervisor. Because of the academic nature of this experience, tasks that are unrelated to the learning objectives should not exceed 15% of your intern’s total effort.

Can I pay a student who is earning credit as an intern for her/his work in my organization?
Yes, students can be compensated while earning credit, but keep in mind that due to the academic nature of the internship tasks that are unrelated to their learning objectives should not exceed 15% of their effort.

How will students learn about internship opportunities in my organization?
Students will learn about your internship opportunities through the following ways:

1. Chatham’s online posting system, ChathamCareerLink
2. Career Development’s weekly Career E-News as a featured internship
3. E-mail communications to faculty, staff, athletic coaches, and student organization leaders on campus
4. Assistant Director of Career Development will share opportunities with students directly through e-mail and appointments

What do I need to do?

1. Identify a Site Supervisor in your organization who will
   a) provide on-site guidance to the intern
   b) serve as the point of contact with Chatham’s Internship Program
2. Develop an internship position description that describes the responsibilities and expectations you have for the intern and what your application requirements are.
3. Once you have selected an intern, discuss the student’s learning objectives (3 are required) which will have been developed in consultation with her/his faculty supervisor. Plan tasks or projects that meet the intern’s learning objectives.
4. Sign the Internship Learning Agreement that the student will provide to you and return it to her/him.
5. Submit an electronic evaluation of the student by the deadline we provide. You will receive a link to this evaluation near the end of the student’s internship. This evaluation will be forwarded to the faculty supervisor for consideration in determining the student’s grade for the internship.

Who is the point of contact for the internship program at Chatham?

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