



INFORMATION FOR STUDENTS

INTERNSHIP FOR CREDIT

What is an internship?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships help students:

- gain professional experience in their career field
- develop industry skills that can be included on a resume
- meet and network with experienced industry professionals
- apply classroom learning to real-life situations

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 with 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

How does earning credit for an internship work?

Students find an internship related to their program of study or career goal. Once an internship is confirmed, students find a Sierra College trained internship instructor in their program of study willing to provide oversight. Students set professional learning objectives and earn academic credit for successful completion of objectives and hours. Sierra College internship for credit timelines are based on the semester and follow the academic calendar.

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

1. Find an internship and notify Career and Transfer Connections
2. Complete the orientation in the Canvas Internship for Credit Toolkit
3. Complete the required internship forms; email them to your site supervisor and instructor to review and sign
4. Submit completed and signed forms in the Canvas Internship for Credit Toolkit
5. Enroll in the internship course and pay tuition (if applicable)
6. Enroll in and complete at least one other Sierra College class during the semester of your internship (except in Summer)
7. Begin your internship and keep track of internship hours
8. Keep in contact with internship instructor
9. Complete the minimum required number of hours by the end of semester
10. Complete your internship timesheet and submit in the Canvas Internship for Credit Toolkit at the end of the semester

SIERRA COLLEGE CAREER AND TRANSFER CONNECTIONS
SIERRACOLLEGE.EDU/CTC, 916.660.7481, CTC@SIERRACOLLEGE.EDU



How can I find an internship?

- Use Sierra Job Link
- Check with Career and Transfer Connections
- Ask instructors
- 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 many units will I earn?

Students 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.

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