



# OBTAINING ACADEMIC CREDIT FOR YOUR INTERNSHIP

*Congratulations on landing an internship!*

Students may request to enroll in the business internship course that aligns with the functions and duties defined by the internship. While credit is not required to graduate, there are benefits to obtaining academic credit for your experience.

## Benefits of Academic Credit for an Internship

- **Your internship is recorded on your official UNCW transcript.** This is a great way to let recruiters and employers know that you have “real world” experience.
- **Earning credit will help you develop professionally.** You will reflect extensively on your experiences and further develop critical skillsets.
- **Working closely with a professor is beneficial.** You will have a mentor to rely on for advice and expertise for navigating the workplace.
- **Internship for Credit is a Pass/Fail grade.** This class does not carry a grade, but upon successful completion, you can receive 1 - 6 credit hours based upon the total number of hours worked.

## Steps to Earn Academic Credit for an Internship

*You cannot enroll in an internship course unless you have applied for and obtained an internship first.*

1. Obtain an internship first. Students must secure an internship before academic credit may be considered. Meet with a CSB Career Coach for internship search assistance.
2. Only **admitted** CSB students are eligible for internship credit. Confirm you meet [department requirements](#) for internships.
3. Find a Faculty Supervisor. Ask a CSB professor **in your concentration** to supervise your internship experience.
4. Together with your Faculty Supervisor, complete the **Permission to Enroll in an Internship** form. Your employer will also need to complete a section of this form.
5. Upon receipt of the Permission to Enroll in an Internship Form, the Registrar will add the Internship for Credit course affiliated with your concentration department to your schedule. You will receive an email once the approval process is complete.

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