



Rhodes College

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CAREER SERVICES

ACADEMIC INTERNSHIPS OVERVIEW

Through the Rhodes Internship Program, the world becomes your classroom. Theories and formulas take on new meaning as they are applied in business, government, and nonprofit environments. The staff of Career Services coordinates the majority of internship opportunities. Regardless of your professional pursuits, we encourage you to take advantage of this educational opportunity and enroll in an internship during your tenure at Rhodes.

BENEFITS

- Enhance academic understanding by integrating classroom knowledge with real world experiences
- Develop practical skills to increase marketability with future employers
- Explore and evaluate your career choice before committing to a graduate program or career field
- Gain professional references and increase your networking potential
- Complete F11 requirement in many of the academic departments

STUDENT QUALIFICATIONS

- Must be a member of the Class of 2022 or 2023 (Sophomores accepted as space allows)
- Must have a 2.5+ overall GPA and 2.5+ major GPA
 - Please note some internship sites require a higher GPA.
- Must have the faculty approval from the department awarding the credit

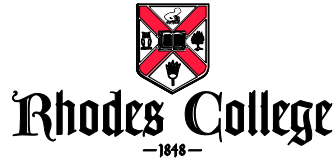
INTERNSHIP PARAMETERS

- Internship credit is awarded through specific academic departments - Career Services does not issue the credit. Please check with your department to see if internship credit is available. It is up to each academic department to award either a letter grade or pass/fail
- Each internship is worth up to four credits
- Up to eight hours of academic credit may be applied toward graduation
- Medical internships require 8 hours per week.
- Fall internships begin the first full week of the semester and conclude on the last day of classes
- Summer internships typically start in June and last 8-10 weeks (coordinate with employer for specifics)
- Summer 2020 tuition was set at \$560 per credit (\$2,240 for 4 credits). Summer 2021 tuition will be determined later in February and Career Services will not begin working on summer internship placements until March

PAID INTERNSHIPS

- Paid internships are handled differently than academic internships. If you are interested in a paid internship, review the Career Services newsletter and Handshake. Most paid internships will require you to apply directly to the employer. Pay range varies depending on the position.

Note: Career Services is located on the first floor (lower level) of Burrow Hall. Right around the corner from the mailroom, we share office space with International Programs (Study Abroad).



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2021-2022 HPA Academic Internship Procedures

1. Attend an internship information session. Priority for placements will be given to those students attending one of the sessions.
2. Review the list of internship opportunities (available on the Career Services website under the internships tab) and identify up to five choices. If you have interests other than those listed, you may pursue those options and complete the proposed internship form. Priority deadline date is **March 5th at 5:00 PM.**
3. Submit the online internship application.
 - The application will require you to upload your resume. Your resume should be one page in length.
 - We strongly recommend that you have your resume reviewed by a Career Services staff member.
 - On your application, make sure that you have indicated the number of credit hours you wish to receive. You must register for at least one credit. We cannot process any application unless you are interested in receiving credit.
4. Career Services will consult with faculty internship supervisors and try to match you with one of your top choices. Therefore, list only those internships that you are seriously considering. You will be notified via email of your "match" **approximately two weeks after the priority deadline.**
5. Most medical internships do not require an interview. Once you get an email regarding your "match" you will have to email back to accept the placement. If you are offered the internship but choose not to accept it, please schedule an appointment to meet with the Director of Career Services to review your interests and identify appropriate internship sites.
6. Once you have accepted the internship, notify Career Services by email at internships@rhodes.edu.
7. Be sure to **register for credit!** Simply turning in your application to Career Services does not register you for the class. **You** must put this on your schedule.