

## ENROLLMENT STEPS IN A CREDIT-BEARING INTERNSHIP

There are two ways to receive credits for an internship or experience:

1. **The Career Center EXT 288/488/588 Internship Program**
2. **Departmental Major: NON-EXT**

### REGISTRATION THROUGH THE CAREER CENTER: EXT 288/488/588

1. Identify, apply and accept an internship (ON or OFF campus).
2. Secure a faculty sponsor. Meet with your faculty sponsor to discuss your learning objectives, confirm the # of credits to be earned and the sponsor's expectations for academic work required for a grade.
3. Report your internship on [HANDSHAKE](#): to receive permission to register for a credit bearing internship, you need to have contact information of your faculty/supervisor and the internship description.

**EXT 288 Internship:** This is a freshman/sophomore-level course designator that is used by faculty to endorse a lower-level internship experience. This course is not repeatable.

0-3 credits, S/U grading

**EXT 488 Internship:** This course is used to support upper-division internships. It may be repeated. 0-6 credits, S/U grading

**\* EXT 288 & 488 satisfy EXP+**

*\* Typical time commitment: 4 hours/week = 1 credit (50 hrs/semester); 8 hours/week = 2 credits (100 hrs/semester); 12 hours/week = 3 credits (150 hrs/semester).*

*\* The faculty sponsor and the Career Center decide the credit value of an EXT internship. Spending more than twelve hours in an internship does NOT guarantee additional credits.*

*\* Credit-bearing internships require faculty sponsorship and academic work to earn a grade, which is noted on your transcript.*

### REGISTRATION THROUGH THE ACADEMIC DEPARTMENT: NON-EXT

Most academic departments at Stony Brook have an internship course for their majors. For example, business majors would register for BUS 488, psychology majors for PSY 488, environmental studies majors for ENS 488, English majors for EGL 488, journalism majors for JRN 488, etc.

Students taking internship courses under departmental majors (NON-EXT) will be enrolled by the department and need to follow policies established by each respective academic department to receive credits. Internship course requirements vary by department.

## EXP+ REQUIREMENTS

Apply Knowledge and Skills beyond the Classroom: [Experiential Learning, EXP+](#)

The University highly recommends that students fulfill one or more of these four Pursue Deeper Understanding requirements with an approved experiential learning activity.

*\* Students can fulfill the Stony Brook Curriculum Experiential Learning (EXP+) learning outcomes by taking a course certified for EXP+ or through an individualized, faculty-supervised learning activity. Successful experiential learning requires reflection, mentoring, feedback, critical analysis, and synthesis.*

*Experiential learning can take many forms including the 13 categories defined by SUNY:*

Civic Engagement, Clinical Placement, Community Service, Cooperative Education, Creative Works, Entrepreneurship, Field Study, Internship, International Travel & Study, Practicum, Research and Service Learning.

### Experiential Learning Contract

For individual EXP+ activities that are supervised by faculty, the first formal step in pursuing an individualized, faculty-supervised Experiential Learning activity is to complete the [EXP+ contract](#) with a faculty mentor. Please see [link](#) for a copy, and visit the supervising department for more information.

### Learning Outcomes

At the end of the Experiential Learning activity, a student should be able to identify specific learning outcomes:

- Demonstrate interpersonal competency (e.g. teamwork, communication, collaboration, etc.), including relationships with faculty advisor(s), on-site supervisor(s)/ mentor(s), team members and/or the broader community that is impacted by the project.
- Apply knowledge and skills gained through coursework to a real-world situation.
- Appraise the personal, academic, and/or professional effects before, during, and after the applied learning experience through deep and sustained reflection.
- Apply feedback on performance promptly and productively.

### Standards Applicable to all Experiential Learning Activities

The Stony Brook experiential learning requirement follows national standards for experiential learning developed by the National Society for Experiential Education ([NSEE](#)).

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**\*CREDIT LIMIT:** The University limits the total number of internship credits a student may complete to 12 for selected departments.

**\*SUMMER SESSIONS** – non-matriculated students taking classes at Stony Brook in the summer (or during each academic semester) are NOT eligible to register for EXT 288/488/588 courses. <sup>[1]</sup><sub>[SEP]</sub>

**\*COST** - Academic internships carry academic credit and will require that you pay tuition according to the University's established tuition schedule. Internship courses are subject to all tuition refund deadlines as well as the deadline policies for add, drop, and withdrawal.

### Career Center Contact:

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