



Internship & Professional Development Academic Credit Application (JSIS 497)

Instructions

Internships are invaluable opportunities for you to add experience line-items to your resume, and can act as a structured opportunity for you to learn, grow, and develop skills and network contacts in your field. Internships can be local, national, international, or virtual. They can be paid or unpaid, full or part-time, for academic credit or not. JSIS 497 is designed as a way for students to explore career options and develop skills related to Jackson School degree programs. Students do not earn credit merely for putting in time at an internship but by connecting what they do in the classroom to the professional sphere.

At the end of your internship, in order to have your credit approved you will be asked to write a report – this report should integrate your internship experience with knowledge from the classroom and not be simply a log or record of the internship. It will be used not only to help the Jackson School better understand what how to connect what we do to real world challenges, and help future students learn how to make the most of their internship experiences.

You are encouraged to view your internship as both a learning experience for academic development and a practical experience for professional growth.

The Jackson School is happy to support students pursuing internships for academic credit – in order to qualify for academic credit, the following conditions apply:

- 1) All internship credit is graded credit/no credit.
- 2) Students may only register for JSIS 497 if they have declared a Jackson School major or minor as part of their studies.
- 3) Credit is linked to the number of hours per week worked over an academic quarter:
4 hours = 1 credit. To qualify for credit, internships must be at least 10 weeks in duration.
- 4) Students can earn between 1 to 5 credits per internship, depending on hours worked.
- 5) Students can only accrue a maximum of 15 total JSIS 497 credits during their degree.
- 6) JSIS 497 can only be used to satisfy **elective credit** requirements, not major requirements.
- 7) Internships for credit must occur during the same quarter the student is registered for JSIS 497.
EXCEPTION: internships during summer quarter may have registration deferred one quarter to autumn.
- 8) Internship credit cannot be awarded retroactively.
- 9) Internships must not be conducted at a family-owned organization or business.
- 10) JSIS 497 internships can be paid or unpaid.
- 11) International students must secure work authorization from International Student Services by applying for CPT (Curricular Practical Training). This applies to all internships, paid or unpaid.



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Workflow for obtaining academic credit through JSIS 497

At least 1 quarter before the internship starts:

- 1) Arrange and secure your internship offer independently. International students must secure CPT work authorization from International Student Services.
- 2) Confirm eligibility for JSIS credit – only students with declared Jackson majors or minors may register for JSIS 497.
- 3) Submit the Academic Credit Application (JSIS 497) form to the Jackson School office of Career Services by email (jsisjobs@uw.edu).
- 4) Once approved, students will be contacted and receive an add code with further details.

During the quarter of the internship:

- 1) The last day to register for JSIS 497 is the 10th day of the quarter. Please consult the UW academic calendar to confirm: <http://www.washington.edu/students/reg/calendar.html>
- 2) Make a check-in appointment (in-person, email, or phone) with career services by week 6: www.jsis.washington.edu/advise/appointment.
- 3) Submit internship report to career services via catalyst by the final day of classes.
- 4) If report and supervisor evaluation are satisfactory, credit is approved and posted.

The same policies and procedures apply to both domestic and international internships. For students who are studying abroad, a faculty adviser must pre-approve an internship that is part of a foreign study program. Final projects, along with a valid transcript, must be submitted for approval upon return.



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First Name

Last Name

Student Number

Email

JSIS Major/ Program

Minor/ Non-JSIS program

Degree Type

Quarter internship will be undertaken

Projected Quarter/ Year of graduation

Student Status

Organization hosting internship

Organization website

Organization street address

Supervisor Name

Supervisor title

Supervisor Email

Supervisor phone

Brief internship description – please outline your specific role/duties

Please describe how this internship connects to International Studies

Number of hours per week

Number of credits requested

I acknowledge the eligibility criteria and expectations for obtaining internship credit

Name

Date