

# The Center for Career Development

The Center for Career Development is located in the Montgomery Student Center and can be reached at 596.9614. The Center serves to advance Converse students toward success in academic, personal and professional areas.

The staff strives to offer services, programs and opportunities for students to create networks for professional learning and growth. The staff of the Center works to meet the needs of all Converse students wherever they are in their academic and personal development journey. See the Student Handbook for the support services that are offered.

## Internships

Internships, work experiences which earn academic credit under the direction of a faculty member, are extremely valuable for career decision- making and in providing career related experience. Internships must be arranged with the student's faculty advisor and the personnel in the Center. The Center will facilitate the internship process but does not guarantee any student an internship.

Prior to beginning an internship, a student must meet departmental requirements and be approved by the appropriate departmental faculty advisor. The faculty advisor assumes the responsibility of determining the student's eligibility and awarding academic credit.

Students typically earn one credit hour for every 40 hours worked at the internship site. At the end of the internship, each student will be evaluated by the site supervisor. In turn, the student will evaluate the placement in terms of its educational value.

Some internships are not paid. Transportation costs and expenses of a personal nature are borne by the student.

Academic Regulations for Internships are limited to sophomores, juniors and seniors who have a 2.0 cumulative GPA at the time of application and who have completed at least 12 credit hours at Converse University prior to approval. Individual departments may require additional requirements and prerequisites. Most internships are graded on a pass/fail basis, however some may be given letter grades at the discretion of the faculty advisor. The grading policy must be noted on the syllabus prior to registration. A student may apply a maximum of 12 credit hours of internship credit toward graduation.