

Guidelines for Establishing Your Desired Short Term Internship

- All interns, internship supervisors, and faculty sponsors must have an understanding of the specific goals, duties and responsibilities of the intern before beginning. Internships in which students perform only routine tasks such as filing and photocopying are unacceptable.
- Students undertaking internships are responsible for the full period of Short Term. Students must work a minimum of 35 hours for four weeks. In cases where the internship lasts a span of less than said four weeks, or are less than full time, an appropriate academic project will be assigned by the faculty sponsor to complement the internship.
- All internships must have a tangible academic component (such as a journal), which must be submitted to the faculty sponsor upon completion of Short Term.
- If a student, though it is unlikely, is to come across a paid internship, the student must work with her faculty sponsor in order to determine that the internship is a legitimate experiential learning opportunity.
- Internships may not be repeated unless the internship supervisor can verify that the duties of the intern will be significantly different from the previous one completed. A student, furthermore, cannot intern with any firm or organization where she has been employed, unless her internship supervisor can verify that the duties of the intern will be significantly different.
- The intern must make an appointment with her faculty sponsor at the end of Short Term to report on her internship and submit any assigned work.
- Students are allowed to complete a maximum of 16 internship credits toward graduation at Hollins. First-year students are not eligible to undertake a Short Term internship.

- For the competitive internships, you must be a current sophomore, junior, or senior in good standing with respect to academic status and financial obligations to the university. Additionally, a student is not eligible to apply/receive a competitive internship if she is on disciplinary probation and/or was found in violation of the university policy through the student judicial process (student conduct council or honor court) within the last 18 months of the application due date.

