

Internships at CUNY SPS (INT 450)

Information for students interested
in CUNY SPS's internship program



INT 450 Course Description

“Provides internship participants with an opportunity to apply academic program skills to a workplace setting and to develop new skills related to their major area of study. Internship participants will propose, plan, and carry out a **project of their own design at a workplace of their choosing** (including, when appropriate, at SPS) and to identify 2-4 learning outcomes that will be fulfilled by this project. Internship participants will be asked to reflect on their experience, and to **deliver both a final learning narrative and an artifact demonstrating their learning and its relevance to their major**. Internship hours and credits will be calculated as follows: Minimum of **100 hours (3 credits)**, minimum of **80 hours (2 credits)** or minimum of **40 hours (1 credit)**. INT 450 may be repeated up to 6 credits.”

At a Glance



- CUNY SPS's Internships [web page](#)
 - Lists online boards such as [Idealist](#) for seeking positions congruent with INT 450
- Career Services (<career.services@sps.cuny.edu>) may provide guidance with certain matters in regards to internships, including assisting with tasks like résumé building

What to Know

“Prerequisite for the Internship course for credit is the completion of **75 or more credits**. Please allow **6-8 weeks** of time to find your internship, and contact Career Services and your Advisor **well in advance of the semester in which you intend to take the course.**”

*Departmental consent is required prior to registering
for INT 450*





Common Misconceptions

INT 450 does **not** retroactively apply to past internships and credit **cannot** be accrued for internship experiences not done **concurrently** (at the same time) with INT 450.

While CUNY SPS does provide resources such as Career Services to help guide students seeking internships, it is the student's **sole responsibility** to find an internship on their own; internships themselves are **not** directly provided by SPS.

Next Steps

- Discuss your interest in INT 450 with your advisor at least 6-8 weeks in advance
- Identify interests and prospects at either your current workplace or another site
- Consult with the Career Services Director to confirm your proposed internship or workplace-based project is feasible and legitimate



Making It Official



- Complete the Learning Agreement Form, identifying learning objectives that you plan to meet through the internship; submit form to academic department for approval
- Consult with the Academic Director to review your form and revise your proposal/learning objectives as needed

Once approved, register for INT 450 on CUNYfirst!