

ZERO-CREDIT INTERNSHIP GUIDE

ZERO-CREDIT INTERNSHIP COURSE: INTRODUCTION TO THE WORKPLACE (WST 0901-0903)

Course Description:

This Zero-Credit Internship Course allows students to accept internships that require college approval. It is intended to be the first step toward the development of skills and attitudes that lead to satisfying careers. Students may take the initiative in finding appropriate work assignments or they may seek internships through the Starr Career Development Center. The SCDC's Internship Manager approves the internship prior to enrollment in the course and supervises the students who reflect on their experiences in journal entries and in workshops organized by the SCDC. **Students who participate in the Zero-Credit Internship Course will receive Transcript Notation (TN) after successful completion.**

Transcript Notation:

The Zero-Credit Internship Course provides official college recognition on student transcripts through Transcript Notation (TN). Students will receive a 'notation' on their official Baruch College transcript documenting the internship experience upon successful completion.

Student Eligibility:

1. Completed a minimum of 28 credits **AND** not be admitted into any of the Baruch schools: Zicklin, Marx or Weissman.
2. Minimum GPA of 3.0.
3. Not require work visa sponsorship now or in the future.
4. Obtain an official internship offer.
*Note: not all internship sites will accept the Zero-Credit Internship Course for their credit-only opportunities. Make sure to check with the employer.
5. Receive approval from the Internship Manager.

Steps for Successful Zero-Credit Internship Course Registration:

In order to successfully register for the Zero-Credit Internship Course, students must:

1. Verify their eligibility.
 - a. Please see the '***Student Eligibility***' section above for more information.
2. Find an internship.
 - a. Students must register for the Zero-Credit Internship Course by the semester deadline date.

Fall End of September
Spring End of February
Summer Mid June / Mid July

For an accurate registration deadline date, please access the **Baruch College Academic Calendar** at http://www.baruch.cuny.edu/registrar/du_e_dates.htm.

- b. Registered internships must be pre-professional work experiences that enhance a student’s knowledge about an industry. Internships should involve exposure to the mission, visions and values of the organization. Internship work should require work on projects encouraging the practical application of skills needed in the workplace.
3. Receive an official internship offer.
 - a. The internship offer letter should include a brief description of the intern’s responsibilities and indicate start/end dates and amount of hours the intern is required to work. *Please see the **‘Internship Hours’** section below for more information.
 4. Meet with the Internship Manager for course approval.

Internship Hours:

Please refer to the chart below:

Fall & Spring Semester	
Course Load	Hours of Internship Work
12 or less credits	Up to 20 hours per week
15 credits	Up to 15 hours per week
18 or more credits	Permission will not be granted

* During Summer or Winter sessions, students may work additional hours if they are not taking classes.

