



Internship Eligibility Checklist

Earn Course Credit for Your Internship

Internships are extensions of classroom learning with applied experience in a professional field related to a career path of interest. Participating in at least one internship is a necessary part of your educational experience.

Requirements

1. **Must be academically eligible (typically a rising junior or senior** - see your department internship faculty advisor for exceptions).
2. **GPA of 2.5 or greater**, or a GPA determined by the academic department (override requests are reviewed by the Provosts' Office).
3. **Cannot interfere with academic or cadet duties including:**
 - a. Academic classes.
 - b. Regimental PT and CPFTs.
 - c. Professional Leadership Seminars on Tuesdays from 1220 – 1320.
 - d. Friday Parade (must return to campus by 1430).
 - e. Saturday Morning Inspections.
4. **Commit a *minimum* of 10 hours weekly** to the internship (2-3 days weekly during fall/spring semesters) or hours agreed upon by internship faculty advisor to reach each department's dependent contact hours (typically 90-120 hours for 16 weeks during the fall/spring semesters. Hours may include virtual or off-site work as long as they do not interfere with academic or leadership duties.
5. **Secure an internship** associated with your academic goals. Internships must meet criteria set by the academic department, which enable faculty to assign a grade to student performance.
6. **Enroll in the internship course.** You must meet deadlines for registering for the course and be responsible for any fees or charges associated with earning academic credit. You must complete all academic requirements determined by the course curriculum during the semester.

Expectations

Read the White Book (Chapter 2, Section 4 on Internships) for more details.

1. Students are under regular and direct supervision at the internship site.
2. Students must adhere to The Citadel's Honor Code at the internship site.
3. Students must balance their internship workload in relation to their academic and cadet duties.