



On occasion, there are special circumstances for internships to be overseen by The Citadel Career Center. These instances must be documented and confirmed that students cannot complete the internship for credit by the academic department.

Step 1 - Check 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.

Step 2 - Department Confirmation

- **Contact a department representative** to confirm that you can't complete the internship for credit. The department representative must email the student and Kasey Read at kread1@citadel.edu with a clear explanation as to why the student (including student CWID) can't be enrolled in the department's internship course.

Step 3 - Complete the Internship Agreement Form

- When you **complete the Internship Agreement Form** on The Citadel Career Center's Internship webpage, you will enter Kasey Read as the Internship Course Instructor/Coordinator with the email address kread1@citadel.edu. Once the clarifying email from the department and Internship Agreement Form have both been completed, documents will be sent to Academic Affairs and the Commandant's office for approval before special orders can be entered for review.

Step 4 - Fulfill the Required Modules in Canvas

- Once given access to the Internship Course under The Citadel Career Center's Canvas page, **you are responsible for communicating with Kasey Read as needed and completing all modules.**