

**University at Albany
INTERNSHIP HANDBOOK**

Students at the University at Albany are provided an assortment of opportunities to combine practical work experience with classroom knowledge and learning. These opportunities are generally categorized as experiential education and come in a variety of forms such as internships, service-learning courses, practica, research, and independent study. Although this handbook will focus on the undergraduate internship experience, it is important for UAlbany students to know the similarities and differences among the types of experiential education they might encounter at the University at Albany. Consider, for example, the following chart that explains these differences:

Types of Experiential Education
Community Service (or Service-Learning): Service learning is a structured experience in which students participate in and reflect upon a community service activity for university credit over a committed period of time like a semester or the summer. The experience is related to a specific, targeted area of study in the curriculum. The goal is to improve students' understanding of the discipline while also developing their sense of civic responsibility and its purpose. Community Service at UAlbany is organized through the Community & Public Service Program.
Practicum (or Field Instruction): A college course or set of courses that gives practical experience in a specialized curriculum or academic major. Sometimes the practicum is an essential part of the curriculum as in the School of Social Welfare. In other programs, the practicum can be an elective course with specialized practical experience, for example, the Judaic Studies major includes a practicum assisting with 100 and 200 level course instruction.
Research (or Independent Study): A course that is designed by the student to investigate an area or field of specialization not normally covered in the department's regularly scheduled course offerings. Such a course is usually supervised by a faculty member. Although undergraduate research is available and encouraged in all academic majors, students pursuing a bachelor of science degree are encouraged to participate in this form of experiential education.
Internship: In general an internship is a partnership between an undergraduate student and an employer to provide supervised practical work experience that complements the student's academic program. An internship must have a learning component with clearly defined projects and learning goals that draw on the knowledge and skills learned in the classroom. An internship must be relevant in some way to the student's academic major. When done for academic credit, an internship becomes a three-way partnership between the student, employer and academic department.
Volunteer: Generally, a volunteer experience is a self-initiated form of work experience that is independent of an academic curriculum and has no specified time commitment. A volunteer experience may or may not be related to one's academic major. Sometimes volunteer experiences are inaccurately equated with community service or non-credit-bearing internships.

Internships at the University at Albany

Before a UAlbany student begins an internship, it is important to look at a number of factors that may affect your placement. Following are a few items you should consider as you begin looking for an internship experience.

1. Academic Credit

One of the first questions you need to ask yourself is whether or not your internship will be for academic credit. If you are seeking academic credit, then be sure you are aware of the following policy at the University at Albany:

Any undergraduate student hoping to do an internship for academic credit must have junior or senior standing (i.e. have completed at least 56 graduation credits) prior to the beginning of the internship and have a cumulative grade-point average of at least 2.5.

Keep in mind that academic departments have the ability to make the above policy even more competitive by raising the academic level or average GPA a student needs to be eligible for academic credit. For example, some departments require a student to be a senior and have an average GPA of 3.0 or higher before embarking on a credit-based internship. Also, keep in mind that some departments have certain prerequisite courses a student needs to complete before taking a credit-based internship. Most departments will also have some kind of application process to review and approve internships for academic credit.

Types of Academic Credit

If you will be seeking academic credit for your internship experience, then you'll now have to determine where that credit fits into your academic major. Credit-bearing internships can be arranged at UAlbany in two ways:

- a) Internships that are related to your academic major are managed through the respective academic department ***if that department has an internship program***. Students will need to obtain permission from the department's internship coordinator and meet the necessary prerequisites to embark on the internship experience. To determine whether or not your major has an internship program or who the coordinator is in your department, please refer to *The Intern Chart* below. Be aware of the deadlines your respective departments might have since your internship will have to be approved [usually by a committee] for academic credit.
- b) For those departments without an internship program, or for internships that do not fit into the requirements of your major, academic credit can be provided through the ***University-Wide Internship Program***, which is run through the Office of the Vice Provost for Undergraduate Education. This program may also be appropriate for students wanting additional internship credits but have already fulfilled internship requirements through their academic department. Details of the University-Wide Internship Program as well as internship programs by academic major are listed below in *The Internship Chart*. Keep in mind that the University-Wide Internship Program has very strict deadlines for internship applications.

2. Non-Credit Internships

Students who are not seeking academic credit for an internship are free to participate in internship opportunities at their own discretion. In this case, the student should seek opportunities from employers with good reputations in providing meaningful internship experiences. Some non-credit internship opportunities are paid or come with some form of compensation like reimbursement for

travel. Students should be aware that some employers will limit their internships only to students who seek academic credit for the experience. Some non-credit internship opportunities are on a volunteer basis with the student receiving no form of compensation or academic credit.

3. Special Considerations

Hold Harmless Agreements: Whether paid or unpaid, some employers may ask a student to sign a *Hold Harmless Agreement*, which releases an employer from any and all liability for personal claims, wrongful death, injury or property damage arising from their internship and transfers such liability to the University at Albany. Career Services at the University at Albany will not sign such agreements.

UA CareerPath: Career Services of UAlbany maintains an extensive database of internship opportunities and part-time jobs from a variety of employers. Many of these opportunities are open to all students regardless of academic need. Most employers will help students meet academic requirements if they need credit for their internship experience. Students interested in registering for access to UA CareerPath internships can start by clicking on the following link:

http://www.albany.edu/career/ua_careerpath.shtml. All you'll need is your student ID number. UA CareerPath is available only to matriculated students and UAlbany alumni.

INTERN CONTACTS CHART

SCHOOL OF BUSINESS	
ACCOUNTING	
Intern Contact	Deirdre Sweeney , Director, School of Business Career Services, Phone: 956-8383
Website	School of Business Career Services UAlbany Career Services
Courses	There is no credit-bearing internship program in accounting.
BUSINESS ADMINISTRATION	
Intern Contact	Deirdre Sweeney , Director, School of Business Career Services; Phone: 442-4199
Website	School of Business Career Services
Internship Courses:	<u>BUS 494: Multi-Cultural Work Environments</u> This is an independent study course that is open to international students whose internships will be in a country other than that of their citizenship or prior work experience. The goal is to promote an understanding of the cultural assumptions we bring to the work environment and the effects of cultural differences on organizational interactions and productivity. Students may register for the course after obtaining an internship offer and completing the application for the course. International students will obtain and process work authorization forms with the International Students Office. Final grade is dependent on completion of a 10 page paper describing the internship and its relationship to the student's academic study.

	<p>Can be repeated for credit up to 3 credits. Prerequisite(s): completion of at least 75 credits with a 3.25 cum GPA and a major in the School of Business. S/U graded.</p> <p><u>BUS 497: Internship in Business I (1 – 3 credits)</u> Internships involving off-campus participation in the work of an agency, institution, or corporate body other than the University, with collateral academic study. Prerequisite(s): contingent on the approval of a University at Albany School of Business full-time instructor willing to supervise the study and evaluate on-site reports of the student’s progress. Approval of the Undergraduate Affairs Committee also required. Minimum cumulative GPA of 3.10. Open only to School of Business majors with a minimum of 75 completed degree credits who have completed the 300 level foundations courses. S/U graded.</p> <p><u>BUS 498: Internship in Business II (1 – 3 credits)</u> Internships involving off-campus participation in the work of an agency, institution, or corporate body other than the University, with collateral academic study. Prerequisite(s): contingent on the approval of a University at Albany School of Business full-time instructor willing to supervise the study and evaluate on-site reports of the student’s progress. Approval of the Undergraduate Affairs Committee is also required. Minimum cumulative GPA requirement is 3.10. Open only to School of Business majors with a minimum of 75 completed degree credits. Internship experience must be different from that of B BUS 497. S/U graded.</p>
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SCHOOL OF CRIMINAL JUSTICE	
CRIMINAL JUSTICE	
Intern Contact	Dr. JoAnne Malatesta , Location: DR 220-A; Phone: 442-5207
Website	CJ Undergraduate Internship Program
Courses:	<p><u>RCRJ 423 Student Legal Services Internship Seminar (4)</u> Interns work in the Legal Service Office on campus under the supervision of a practicing attorney gaining valuable first-hand experience with the legal process. Interns must take RCRJ 424 or 425 during the fall semester. During the spring semester participation in a weekly seminar covering various areas of substantive law is required in addition to office hours. Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. Co-requisite(s): RCRJ 424 or 425 and permission of instructor.</p> <p><u>CRJ 493: Seminar in Applied Criminal Justice (3 credits)</u> This course is a biweekly seminar in which analysis of the field placement (R CRJ 494) and related issues will take place. Corequisite(s): R CRJ 494. Prerequisite(s): only open to criminal justice majors with senior standing and an overall grade point average of 2.50 or higher; one relevant upper division course and permission of department required.</p> <p><u>CRJ 494: Internship in Criminal Justice (3 credits)</u> The field experience requires both a minimum of 15 hours/week in an approved Capital District community placement that will engage the student in the study of crime and/or criminal justice policy and programs. Also, participation in a biweekly seminar in which analysis of the field placement and related issues will take place. Corequisite(s): R CRJ 493. Prerequisite(s): only open to criminal justice majors with</p>

	senior standing and an overall grade point average of 2.50 or higher; one relevant upper division course and permission of department required. S/U graded.
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SCHOOL OF EDUCATION	
EDUCATION MINOR	
Intern Contact	Lourdes Torres , Grad Assistant; Location: PIE Center, ED 127; Phone: 442-3529
Website	Pathways into Education Center: http://www.albany.edu/education/pie.php
Courses:	<p>EDU 390: Community Service Course Web: http://www.albany.edu/education/edu390.php Special projects involving education-related community activities and supporting study, as approved by the dean or designee of the School of Education. Educational Studies minor students must complete this course for a minimum of 3 credits and may repeat the course for a maximum of 6 credits. Registration preference is given to students who have selected Educational Studies as the minor, with seniors having preference over juniors. Prerequisite(s): E PSY 200 or T EPS 200, permission of instructor; must be at least a second semester sophomore. S/U graded.</p> <p>PLEASE NOTE: The EDU390 Community Service Course is not intended for use as student teaching experience toward teacher certification. It is a course designed to encourage students to participate in public and community service within the field of education. It is not part of a state recognized teacher preparation program, and therefore does not meet NYS requirements for a student teaching experience.</p>

SCHOOL OF PUBLIC HEALTH	
PUBLIC HEALTH	
Intern Contact	Dwight Williams , Phone: 402-0370; Office: East Campus 100 Katrina Chamberlain , Internship Coordinator; Office: East Campus 100; Phone: 402-0404.
Website	School of Public Health Internship Program
Course	<p>H SPH 490: Field Placement in Public Health (3) The Field Placement in Public Health will provide supervised placement in a public health agency or organization. The goal of the placement is to provide an opportunity for students to integrate and apply the knowledge learned in the public health major courses. Field placement sites vary with the student's interests, geographical preferences, and site availability. To the best of our ability, each field placement will be tailored to the specific needs of each student. Students will rotate through various offices within the placement site, but will have a "home base" in a specified department or unit. The student will assist with one, or more, projects within that department. The project(s) will have significant public health relevance. The student will prepare a written report at the conclusion of the placement and submit it to their preceptor and advisor. Students should expect a time commitment of 108 hours at the field placement site. This would relate to approximately 9 hours per week during a semester.</p>
Internship	Open only to seniors in the public health major. At least 9 credits of public health

Guidelines	major core coursework, including H SPH 201 and H SPH/EPI 231, must be completed prior to enrolling in H SPH 490. Permission of instructor is required. Students must have an overall G.P.A. of 3.0 or above.
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SCHOOL OF SOCIAL WELFARE	
SOCIAL WORK	
Intern Contact	Estella Williamson, Asst. Dean ; Phone: 442-5321; Location: Richardson 117
Website	Everything an undergraduate social-welfare-major needs to know regarding their field instruction can be found here: http://www.albany.edu/ssw/About/field-students.shtml . Scroll down to the BSSW section and check out “Getting Started” and read the BSSW Field Education Handbook.
Courses:	<p><u>SSW 400: Field Instruction in Social Welfare I (3)</u> <u>SSW 401: Integrative Field Seminar (1)</u> The Integrative Field Seminar (RSSW 401) is taken concurrently with the first practicum course (RSSW 400), where students participate in small groups facilitated by their field liaison. The seminar provides learning opportunities that will enable students to compare practice experiences, integrate classroom learning with practice, and increase their critical thinking skills. Academic credit is given for the field practicum through the field instruction courses. The field instruction courses are graded Satisfactory or Unsatisfactory(S/U). Students must earn a Satisfactory grade to continue in the program.</p> <p><u>SSW 410: Field Instruction in Social Welfare II (4):</u> Continuation of RSSW 400. Internship in an approved social welfareagency. Hours per week are set to meet acceptable professional standards. Must be taken concurrently with RSSW 406. Pre-requisites(s): Grade of C or higher in RSSW 401, 405z & 408, Grade of S in 400. S/U graded. For majors only.</p>
Course Information	For their practicum, students work 432 hours in an agency, two days per week (generally Tuesdays and Thursdays) for two semesters. Students apply for their practicum in Spring of their Junior year. They are interviewed and evaluated for preparedness and assigned to an agency by the Coordinator of Undergraduate Field Education. In their practicum, students engage in social work practice under the supervision of an experienced practitioner who is qualified and trained to serve as a field instructor

COLLEGE OF COMPUTING & INFORMATION	
COMPUTER SCIENCE	
Intern Contact	Neil Murray

Course:	CSI 490: Internships In Computer Science (1-3) Arrangements with external agencies or companies requiring programming or design assignments involving computer systems in a practical environment. Interns are selected by the department and are required to submit a significant report upon completion of the internship. Total credits for I Csi 198, I Csi 490, and I Csi 497 and the former 298 and 498 may not exceed nine.
Internship Guidelines	Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. Prerequisite(s): I Csi 203 or 310, and permission of department. S/U graded. For majors only.
Advice: Computer Science students may want to sign-up on the CSIB-L Listserv to get up-to-date announcements about internship opportunities.	
INFORMATICS	
Intern Contact	Jennifer Goodall Location: LI-84; Phone: 442-3191
Course:	INF 468: Undergraduate Internship (3-6) The internship has two components. (1) Work experience in position related to student's interests in computing and information. Interns are expected to spend eight (8) hours per week during the semester at their internship location. (2) Academic seminar where students and faculty mentor meet together monthly to discuss their experiences and general career preparation topics. Assignments may include preparing a resume and cover letter, career development, assessing skills for and barriers to career development, and planning for graduate or professional school. Students are expected to research, identify and find their own possible internship opportunities. This activity will help the student to identify their own career goals and manner in which they may best be achieved, and it will also help students to learn career preparation skills that will be useful after graduation. All internship opportunities must be reviewed and approved by appropriate faculty prior to course registration. May be repeated for up to 6 credits. Prerequisite(s): junior or senior standing and a minium GPA of 2.50. S/U graded.
INFORMATION STUDIES	
Intern Contact	Daphne Jorgensen ; Office: Draper 116
Course:	IST 468: Undergraduate Internship (3-6)

COLLEGE OF PUBLIC AFFAIRS & POLICY	
POLITICAL SCIENCE	
Intern Contact	Jennifer MacLaughlin : Director of Internships & Career Programs; Office: Milne 105; Phone 442-5253; Undergraduate Advisor: Bethany Slater , Phone 442-3112
Website	http://www.albany.edu/rockefeller/career_internships.shtml

Courses	<p>POS 338: Political Internship (3) Active participation in the political process through working in a staff position of recognized political organizations or institutions. Interested students should contact the coordinator of undergraduate studies in Political Science. Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. May be taken only once for credit. S/U graded.</p> <p>POS 342: Washington Internship (9) Web: http://www.albany.edu/rockefeller/siw.shtml This is the internship component of the department's spring Washington Semester program. Admission by application. Enrollment limited. Preference to POS Honors students. For information and applications, see department office or website. Deadlines and interviews in the early fall. Prerequisite(s): R Pos 101 or 101Z, one 300-level course in American government, junior class standing. Co-requisites: R Pos 341 and either R Pos 495Z or R Pos 499Z. Does not count toward a political science major or minor. S/U grading.</p>
PUBLIC POLICY	
Intern Contact	Jennifer MacLaughlin : Director of Internships & Career Programs; Office: Milne 105; Phone 442-5253; Undergraduate Advisor: Bethany Slater , Phone 442-3112
Courses:	<p>PUB 498: Internship in Public Policy Complements the selected core concentration of the public affairs major. By participating with specific learning objectives in an agency or organization, the student is afforded an opportunity to test—in a nonacademic setting—the concepts and theoretical orientations examined in the classroom. Students are expected to take advantage of the internship opportunity to relate their experience to the generalized literature in the field. Limited to students in the public affairs major and is normally taken in the last year of the program. Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. Prerequisite(s): permission of instructor. S/U graded.</p>

COLLEGE OF ARTS & SCIENCES	
AFRICANA STUDIES	
Intern Contact	Dr. Oscar Williams , Dir. of Undergraduate Advisement; BA: 115; Phone: 442-4730
Website	http://www.albany.edu/africana/undergraduate-program.php
Courses	Currently there is no internship curriculum in Africana Studies
ANTHROPOLOGY	
Intern Contact	Sean Rafferty (ANT 490), Office: AS 237; Phone: 442-4700
Course Information	<p>ANT 490: Internship in Archaeological Conservation and Documentation Supervised placement in an agency engaged in conservation and documentation of archaeological artifacts, such as the New York State Museum or State Conservation Laboratory. Provides practical experience and cannot be counted among the 9</p>

	elective credits above the 300 level required for Mediterranean archaeology majors. Anthropology majors may use up to 3 credits toward major elective credit. May be taken by majors in Greek and Roman civilization and anthropology only.
ART (STUDIO ART)	
Intern Contact	Prof. Edward Mayer , Office: SC 106
Website	http://www.albany.edu/finearts/studio_internships.shtml
Course Information	<p><u>ART 490: Internship in Studio Art</u> Designed for undergraduate students interested in pursuing a career in the arts. Students work with art professionals for one semester. Students complete an academic component consisting of required meetings with the faculty supervisor in the area of focus, and may involve a journal and portfolio. Art majors may use 3 credits toward course requirements above the 300 level.</p> <p><u>ART 492: Internship in Art Museum Management and Operation</u> Designed for undergraduate students interested in pursuing a career in Arts Management or the Gallery/Museum administrative field. Projects may include computer database, archival records retrieval and storage, media relations skills, collections management, and exhibition organization and documentation. A final project will be assigned.</p>
Internship Guidelines	Consent for the internship must be obtained in the preceding semester by the submission of a plan of intent and a signed contract with a professional organization or individual artist.
ART HISTORY	
Intern Contact	Prof. Sarah Cohen Office: FA 218
Website	http://www.albany.edu/finearts/arthistory_internships.shtml
Course Information	<p><u>ARH 490: Internship in Art History</u> Supervised placement in an institution devoted to the collection, exhibition and/or conservation of works of art, such as the Albany Institute of History and Art or the State Conservation Laboratory. Provides practical experience in working with original works of art and includes research and writing projects. Art History majors may use 3 credits toward course requirements above the 300 level. May be repeated for credit, with permission of supervising instructor.</p> <p><u>ARH 491: Internship in Film Studies</u> Internship in the study of film or in film production. Students are responsible for finding and securing the internship with an organization or individual, subject to approval by the director of the Film Studies minor. May be repeated for credit. Three credits may be applied to upper level coursework in the Film Studies minor or the Art History major.</p>
ATMOSPHERIC SCIENCE	
Intern Contact	Ross Lazear : Office: ES 322 • Office phone: (518)-437-3601

Courses:	<u>ATM 490: Internship in Atmospheric Science</u> Research or operational experience in atmospheric-related activities with local governmental agencies or private industry. No more than 3 credits for A Atm 490 may be applied toward major requirements in atmospheric science. Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. Prerequisite(s): junior or senior standing in atmospheric science. S/U graded, may be repeated for credit.
Alternatives	Check out possible research opportunities at the Atmospheric Sciences Research Center .
BIOLOGY	
Intern Contact	Caren Stark , Asst. to the Chair; Biology 124
Courses:	There is no internship course in this undergraduate program. See "Alternatives" section.
Alternatives	Bio 399/499: Supervised Research for Juniors and Seniors Contact Person: Dr. Robert Osuna , Phone: 591-8827 Web: http://www.albany.edu/biology/research-biology-ugro-home.shtml
BIOCHEMISTRY & MOLECULAR BIOLOGY	
Intern Contact	None
Courses:	There is no internship course for this undergraduate program. Please see sections for either Biology or Chemistry for relevant information.
CHEMISTRY	
Intern Contact	Asst. to Chair: Brian A Gabriel
Courses:	<u>CHM 390: Chemistry Internship</u> Students will have the opportunity to acquire practical, "hands-on" experience in chemistry by participating as an intern in the work of an agency, institution, or corporation other than the University. The student's work will be supervised and evaluated by a designated individual at the internship site. This supervisor will provide an evaluation of the student's work to the University at Albany Department of Chemistry faculty member who is the instructor of record for final assessment and grading. Students majoring in Chemistry may apply to the Department of Chemistry for permission to enroll in this course. Admission to ACHM 390 will be dependent upon the acceptability of the candidate to the Department of Chemistry and to the host institution or agency. Enrollment in the course is limited in number in order to provide substantial individual hands-on training, and therefore, is determined on a competitive basis. May be repeated up to a maximum of 6 credits. S/U graded. <u>CHM 455: Forensic Chemistry Internship</u> Students will have the opportunity to acquire practical "hands-on" experience in forensic chemistry by participating as an intern in the work of an agency, institution, or corporation other than the University. The student's work will be supervised and evaluated by a designated individual at the internship site. This supervisor will provide an evaluation of the student's work to the University at Albany faculty

	<p>member who is the instructor of record for final assessment and grading. Students majoring in chemistry with a forensic chemistry emphasis may apply to the Department of Chemistry for permission to enroll in this course. Admission to the Forensic Chemistry Internship course will be dependent upon the acceptability of the candidate to the Department of Chemistry and the host institution or agency. Among the criteria used by these agencies will be completion of A CHM 450 and a possible background check of the applicant. Enrollment in the course is limited in number in order to provide substantial individual hands-on training, and therefore is determined on a competitive basis. Application to the program must be made six months in advance of the beginning of the proposed internship. May be repeated for a maximum of 8 credits. S/U graded.</p>
COMMUNICATION	
Intern Contact	William Husson , Office: SS 348; Phone: 442-4872
Website	http://www.albany.edu/communication/ug_internships.php
Course Information	<p><u>COM 390: Internship in Communication (Part-time, 1 – 3 credits)</u></p> <p>To be eligible to this practicum, there are four requirements:</p> <ul style="list-style-type: none"> •You need to be a communication major or minor •You must have junior or senior standing •You must have a GPA of 2.5 or higher •At the time of registering for COM 390, majors must have already completed COM 265 and minors must have completed at least six credits in Communication . If you meet these four requirements and are interested in completing this practicum, you then need to find a company, grassroots organization, or institution in which to intern. To help you find an internship, the department regularly emails announcements to Communication students. You can also stop by Dr. William Husson's office (SS 363) to get the addresses of companies, institutions and organizations that have already hired some of our undergraduate students as interns in the past. Note that the internship can be done in the Albany area (pdf) or New York City (pdf) unless done in the summer, with Dr. Husson's approval. The number of credits you will be awarded depends in part on what the quality of the learning experience will be and on the number of hours per week spent in the internship. For more details, see the COM 390 - Part-time Internship Guidelines. <p>Once you have found an organization that is ready to have you as an intern, you then need to ask your future on-site supervisor to fill in and sign the COM 390 - Part-time Internship Contract. Once this contract has been signed by you and your future on-site supervisor, you then need to submit it as well as any supporting information to Dr. Husson for final approval.</p> <p>To be approved, the internship must include an ongoing learning component in which you are tutored and supervised by an experienced professional. This internship should provide you with a chance to get entry-level experience and at the same time a chance to receive active guidance from experienced practitioners. A paper that reflects the learning aspect of the internship must be submitted at the end of the semester in order to receive a passing grade. Com 390 does not count as an upper-division course in the major or minor; it counts as a lower-level elective</p>

	<p>COM 392/393Z: Internship in Operational and Applied Communication Theory (Full-time, 15 credits)</p> <p>You can also choose to complete one (and only one) of the two full-time (15 credit) undergraduate internships that the Department of Communication offers. The first full-time internship, called Communication Internship Practicum, is offered in fall, spring and summer and places students in communication related professional settings including, but not limited to, radio, television, public relations and corporate communication. The second full-time internship, called State Politics Internship Practicum is only offered in spring and involves work in state government or lobbying agencies and has a stipend attached. Either full-time internship is worth 15 credits: 6 credits count as upper-division, intensive writing, courses in the major (COM 393Z), while the 9 other credits count as general electives (COM 392). If you are accepted in one of these two internships, you are not allowed to take any other course work during the semester. Acceptance into the program is competitive.</p> <p>Here are the three requirements to be eligible to these two internships:</p> <ul style="list-style-type: none"> •You must have junior or senior standing •You must have a GPA of 2.5 or higher •At the time of registering for COM 392 or COM 393Z, you don't need to be a communication major or minor. However, if you are a communication major, you must have already completed COM 265 and if you are a communication minor, you must have completed at least six credits in Communication. <p>An application has to be submitted the semester before the one during which you want to complete your internship (for example, you need to fill in the application form in spring if you want to do your internship in fall). There is no full-time internship offered during summer. For more details regarding the schedule of application, please contact Debbie Bourassa, the secretary of the department, at 442-4871.</p> <p>While the department maintains previous successful placement files, it is up to the student to find a work site and to generate a letter of acceptance from that agency.</p> <p>Students in the full-time internship courses are required to:</p> <ul style="list-style-type: none"> •Attend an internship seminar meeting once a week •Maintain a daily work journal •Write five book reports that compare and contrast their placement with the book that they are reading •Prepare a weekly reaction paper to some communication related event that they observed or participated in during the work week.
DOCUMENTARY STUDIES	
Intern Contact	Gerald Zahavi ; Office: SS 060R; Phone: 442-5427
Courses	<p>DOC 499: Special Projects and Internship in Documentary Studies</p> <p>This is a course designed for students interested in engaging in documentary fieldwork and production projects through internships with on-campus and off-</p>

	campus organizations, or on their own with close faculty supervision. Students should already have the specific production skills (e.g. filmmaking, photography, audio recording/editing, hypermedia authoring) necessary for the project or internship they wish to undertake. Typical projects or internships might involve mounting documentary photography exhibits, participating in documentary editing projects (including online, nonfiction journals), designing virtual museums and podcasting/video-casting websites, or working as production members on film/video or radio projects. Credit load will depend on the level of engagement and time obligations associated with the specific project undertaken by the student. This course may be repeated for a total of 6 credits. Prerequisite(s): junior or senior standing, a minimum GPA of 2.50, and permission of the instructor. S/U graded.
EARTH & ATMOSPHERIC SCIENCES, B.A.	
Intern Contact	Mathias Vuille , Office: ES 311; Phone: 442-4472
Courses:	ENV 496 Environmental Internships (1-3) Provides students with practical work experience in environmental science through placements with federal, state, or local government agencies, or private firms. The supervisor's reference, a mid-internship and a final report are required. Internships are open to qualified juniors and seniors with a GPA of at least 2.50 overall and in the Environmental Science major. A maximum of 3 credits may be applied toward the major. May be repeated once for credit. Prerequisite(s): permission of department internship coordinator. S/U graded.
EAST ASIAN STUDIES	
Intern Contact	Susanna Fessler ; Office: HU 210; Phone: 442-4119 Andrew Byon ; Office: HU 244; Phone: 442-4117
Courses:	NONE
Alternatives	A practicum course is offered for those interested in teaching Japanese (EAJ 423: Practicum in Teaching Japanese).
ECONOMICS	
Intern Contact	Michael Sattinger , Office: BA 108-C; Phone: 442-4761
Courses:	ECO 496: Economics Internship Economics Internship requires active participation in economic research outside the University, together with senior class standing as an economics major. May be taken only once for credit. Permission of instructor is required. Not offered in summer.
ENGLISH	
Intern Contact	Holly McKenna ; Office: HU 311; Phone: 442-2647
Website	http://www.albany.edu/english/english390_internship.php
Courses:	ENG 390: Internship in English
Course	Supervised practical apprenticeship of 10-15 hours of work per week in a position requiring the use of skills pertaining to the discipline of English, such as reading and

Information	critical analysis, writing, research, tutoring, etc., with an academic component consisting of the internship colloquium. Written work and report required. Selection is competitive and based on early application, recommendations, interviews and placement with an appropriate internship sponsor.
Internship Guidelines	Interested students must be a junior or senior English major ; have an English GPA of 3.0 and overall GPA at least 2.5; must submit application form found on website
ENVIRONMENTAL SCIENCE	
Intern Contact	Mathias Vuille , Office: ES 311; Phone: 442-4472
Courses:	ENV 496: Environmental Internships
Course Information	Provides students with practical work experience in environmental science through placements with federal, state, or local government agencies, or private firms. The supervisor's reference and final report are required.
Internship Guidelines	Internships are open to qualified juniors and seniors having overall grade point average of >2.75, and GPA>3.25 in Environmental Science major.
GEOGRAPHY	
Intern Contact	Any faculty member from Geography. See geography department website . The department secretary Lisa Baker will also assist in forwarding opportunities to students. Phone: 442-4636
Courses:	GOG 417: Geography Internships
Course Information	Work in cartography, remote sensing, environmental, or other offices to gain pre-professional experience in applied geography. Carried out under the joint supervision of faculty and the host office.
GEOGRAPHY & PLANNING	
Intern Contact	Any faculty member from Planning. See department website .
Courses:	PLN 490: Planning Internship
Course Information	Provides students with practical work experience in the general field of urban and regional planning. Internship placements are typically with federal, state, or local government agencies, consultancy firms, community development corporations, or private, voluntary or political action groups specializing in a specific sub-field relating to planning. Supervisor's reference and final report required. Prerequisite(s): A Pln 220 and permission of instructor.
GLOBALIZATION STUDIES	
Intern Contact	(contact Lisa Baker in G/P) Prof. Chris Smith ---AWAY ON RESEARCH LEAVE FOR SPRING 2014; Office: AS 219; Phone: 442-3249
Courses:	GLO 402: Globalization Studies Internship
Course Information	An internship enabling students to experience professional work or community service, focusing on international relations, on the work of international organizations, on environmental, social or economic problems in a foreign country, or on the needs of multicultural and/or immigrant populations in the United States.

	The placement and report must be approved by the Globalization Studies Director. Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. Prerequisite(s): At least two courses from A GLO 103, A GLO/GOG 225, and A GLO 303, or permission of Globalization Studies Director. S/U graded.
HISTORY	
Intern Contact	Dr. David Hochfelder , Office: SS 119C; Phone: 442-5348
Courses:	HIS 499: Special Projects in History
Course Information	Students will be able to choose from among several projects sponsored by area institutions. Projects might involve research and planning for a museum exhibit, assisting in museum registration or curatorial activities, assisting in a museum education program, processing archival materials, conducting historical research in support of a variety of projects, or other similar activities. This course offers students an opportunity to work with primary source materials and to obtain research experience not usually encountered in traditional history courses. Hours are arranged, but prospective students should have some mornings or afternoons free.
HUMAN BIOLOGY	
Intern Contact	There is no credit-bearing internship course in this curriculum. Please see "Advice" section.
JOURNALISM	
Intern Contact	Holly McKenna ; Office: HU 370; Phone: 518-461-8207
Courses:	JRL 495: Internship in Journalism -- (3, 4, 5, or 6 credits)
Course Information	The course is limited to Journalism majors and minors. Internships in a variety of media are offered for variable credit. The internship requires that students work on-site in a professional media organization, under the direct supervision of a qualified supervisor. A faculty supervisor will also design an academic component for the internship, based on readings, daily journals, and the writing of papers that analyze and reflect on the work experience. The faculty supervisor will meet regularly with interns. May be repeated for up to a total of six credits. Prerequisite(s): internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher and an overall grade point average of 3.0 or higher in their coursework in Journalism. S/U graded.
LATIN AMERICAN, CARIBBEAN & US LATINO STUDIES	
Intern Contact	Prof. Patricia Pinho ; Phone: 442-4890; Location: SS 250
Courses:	LCS 450: Legislative Internship
Course Information	Internships involving off-campus participation in the NYS Legislature, with collateral academic study. Contingent on the approval of a faculty member of the Department of Latin American and Caribbean Studies willing to supervise the study and evaluate on-site reports of the student's progress. Students must apply two

	weeks prior to the start of the academic term, and are subject to an interview and selection process. Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. Prerequisite(s): Open to students of any major. Bilingual and multicultural skills will prove particularly useful since students will be working with legislative members of the NYS Assembly Puerto Rican/Hispanic Task Force. S/U graded.
LINGUISTICS AND COGNITIVE SCIENCE	
Intern Contact	There is no credit-bearing internship program in this curriculum. Please see "Advice" section.
MATHEMATICS	
Intern Contact	Contact: JoAnna Aveyard - secretary; Phone: 442-4600; Office ES 110 Asst. to Chair: Joan Mainwaring
MUSIC	
Intern Contact	Bernadette Socha , Office: PAC 310; Phone: 442-4187
Courses:	MUS 490: Internship in Music (generic course: 1 – 12 credits) MUS 490: Internship with Albany Pro Musica (1 – 4 credits)
Course Information	Internship in Music (generic): Opportunities for qualified individual students for training in an internship capacity with respected professional organizations. Students write an internship report under the direction of a faculty member. May be repeated for credit to a maximum of 12 credits provided the internship offers different learning and training. Prerequisite(s): music major and permission of department chair. Internship with Albany Pro Musica: (23 – 90 hours per semester): Duties include whatever it takes to make an arts organization run, including a variety of secretarial work and related duties, helping with grant writing, stamping music, organizing instrumental parts, etc. It's not exciting but it's what makes the organization function. Most work takes place on campus at the Performing Arts Center.
PHILOSOPHY	
Intern Contact	Contact: Jon Mandle ; Office: HU 257; Phone: 442-4264 There is no credit-bearing internship program in this curriculum. Please see "Resources and "Advice" sections.
PHYSICS	
Intern Contact	Physics majors should contact Leslie Saint-Vil . He is the assistant to the chair of the department. Undergraduate students can also contact Prof. William Lanford .
Internship Courses	There is no credit-bearing internship program in this curriculum. Physics majors are strongly encouraged to participate in research opportunities. Please see sections below for relevant information.
Research Courses	Phy 497: Research and/or Independent Study (1-3): Research and/or independent study under the direct supervision of a faculty member with whom the student has made an arrangement. Ambitious students are encouraged to engage in an activity that broadens their experience considerably beyond that of conventional course work. A written report is submitted on the work of each semester. May be repeated

	for credit. S/U graded.
PSYCHOLOGY	
Intern Contact	Dayna Newton , Academic Advisor; Office: SS 399B Catherine Krug : Asst to the Chair; Office: SS 399
Courses:	There is no credit-bearing internship program in this curriculum. Psychology majors are strongly encouraged to participate in research opportunities. Please see sections below for relevant information.
Alternatives	The Psychology Department at UAlbany has research strengths in biopsychology, clinical psychology, cognitive psychology, industrial/organizational psychology, and social-personality psychology. If you plan to attend graduate school, we strongly encourage you to talk with at least one professor in the area of your interest. For more details, refer to the following link: http://www.albany.edu/psychology/research.php
RELIGIOUS STUDIES	
Intern Contact	There is no credit-bearing internship program in this curriculum. Please see sections below for relevant information.
SOCIOLOGY	
Intern Contact	Joanna Dreby : Phone: 442-4666; Office: AS 342
Website	http://www.albany.edu/sociology/undergrad_intern_program.shtml
Courses:	SOC 490: Internship in Sociology
Course Information	Individually designed internships for students who wish to acquire experience in a field or area of sociology that interests them. Student-instructor conferences are arranged at regular intervals. May be taken only once for credit.
Internship Guidelines	Open to senior sociology majors only , with permission of instructor. Prerequisite(s): A Soc 115 or 115Z, 220, 221, 235, one sociology course directly related to the internship and an overall GPA of 3.0 ; and permission of Internship Director. These eligibility criteria may be applied flexibly at the discretion of the Internship Director if sufficient spaces are available.
WOMEN'S STUDIES	
Intern Contact	Virginia Eubanks ; Office: SS 375; Phone: 442-5281
Courses:	WSS 492: Internship in Women's Studies
Course Information	The Internship in Women's Studies has two components. (1) Work experience in a placement related to student's interests in career development and social justice. Interns are expected to spend eight (8) hours per week at their placements. Each student works closely with a feminist mentor who provides guidance on projects as well as an analysis of the structure and function of the organization and its role in social change. (2) Academic seminar where students meet together weekly to apply feminist theory, praxis, and analysis to their placement. Assignments include preparing a resume, analyzing current issues of workplace and economic justice, career development, assessing skills for and barriers to career development, and planning for graduate or professional school.

Internship Guidelines	The Internship is a requirement for the major but is open to any responsible junior or senior who has taken a course in Women’s Studies. Permission of Internship Director is required; placements must be arranged during advanced registration.
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CORPORATE, GOVERNMENT AND NON-PROFIT SECTOR INTERNSHIP DIRECTORY & SCHOLARSHIP GUIDE	
Description	<p>This resource is a great guide to many internship programs in the following sectors:</p> <ul style="list-style-type: none"> • Advocacy and Policy, Law, Media, New York City Government, NYS Government, Non-Profit Organizations, Arts, Corporate, Science, Global/UN, Washington DC <p>This guide has additional sections in the following areas:</p> <ul style="list-style-type: none"> • Opportunities Abroad, General Scholarships, Graduate School Fellowships, Scholarships for Minorities
Website	http://www.nysenate.gov/files/pdfs/Scholarship%20Guide%202013.pdf

ADDITIONAL EXPERIENTIAL PROGRAMS

UNIVERSITY – WIDE INTERNSHIP PROGRAM	
Intern Contact	Undergraduate Education Office: LC 30; Contact: Karen McNeill , Phone: 442-3950
Website	http://www.albany.edu/undergraduateeducation/390_internship.php
Courses	<p>U UNI 290 and 390: Internship (1 to 9 credits)</p> <p>U UNI 391: NYS Senate Session Assistant Program (15 credits)</p> <p>U UNI 392: NYS Assembly Session Internship Program (15 credits)</p>
Course Information	Applications and information can be obtained from the Office of Vice Provost for Undergraduate Education, LC 30.
Internship Guidelines	These opportunities are open to all juniors and seniors with a GPA of 2.5 or better. The application deadline for Summer and Fall semester internships is every May 1 st . The deadline for all Spring semester internships is December 1 st . No exceptions will be made for late applications.

COMMUNITY & PUBLIC SERVICE PROGRAM	
Contact	Sheri Stevens ; Phone: 442-5683; Office: SS 112
Website	http://www.albany.edu/cpsp/
Courses	<p>SSW 290: Community and Public Service Program (3)</p> <p>SSW 291: Human Service in the Community (2)</p>

	SSW 390: Community and Public Service Program (3)
Course Information	<p>Each semester students in the CPSP classes (RSSW 290, 291 and 390) are expected to complete several requirements at an approved Organization. These include a commitment agreement, a learning contract, a reflective essay and the required minimum number of hours for the course in which they are enrolled.</p> <p><u>RSSW-291</u> is a two-credit course that is available to second semester freshmen, sophomores, juniors and seniors. It requires 60 hours of community service and two writing assignments. It requires a class permission number to register. S/U graded.</p> <p><u>RSSW-290</u> is a three-credit course that is available to sophomores, juniors and seniors. This course requires 100 hours of community service and two writing assignments. It requires a class permission number to register. S/U graded.</p> <p><u>RSSW-390</u> is a three-credit course that is available to sophomores, juniors and seniors who have completed RSSW-290. This course requires 100 hours of community service, selected readings, responses to three questions on Blackboard and two writing assignments, one of which is an advanced critical essay commensurate with an upper-division course. It requires a class permission number to register. Prerequisite is RSSW 290. S/U graded.</p>
Guidelines	<p>Our courses are offered in the fall, spring and summer semesters. YOU WILL NEED TO REGISTER for our courses while you are in Albany by doing the following:</p> <p>(1) Select an organization from the organization directory on our web site http://www.albany.edu/cpsp/ under organizations or meet with our staff to discuss prospective organizations in your home community.</p> <p>(2) Get a Permission Form signed by the supervisor at your selected organization. Bring it to Social Sciences 112 or have it faxed to us at 518-442-5684. The contact name and number is on the organization’s page on our web site. (Note: New organizations must be accepted before a student can receive a class permission number.)</p> <p>(3) Complete a Student Information Sheet. (4) Bring your signed Permission Form and Student Information Sheet to our office—Social Sciences 112.</p> <p>(5) Get a class permission number from us and register with the University. (6) Complete all assignments and volunteer hours as outlined in course syllabus</p>

UALBANY SEMESTER IN WASHINGTON	
Intern Contact	Prof. Michael Malbin ; Email preferred: mmalbin@albany.edu
Website	http://www.albany.edu/rockefeller/siw.shtml
Courses:	Students enroll in POS 341, POS 342 and either POS 495Z or POS 499Z . They receive 15 credits toward graduation and six toward and political science or public policy major or minor.
Course Information	UALbany's own Semester in Washington program is supervised and taught by one of our full professors, Michael J. Malbin. Malbin has more than 25 years of experience in Washington: in the legislative and executive branches and as a reporter, think tank scholar and director of a nonpartisan research institute. See the website listed above and embedded video for more details and information.

STUDENT LEGAL SERVICES INTERN – STUDENT ASSOCIATION	
Intern Contact	Joseph Zumbo , Director; Phone: 518-442-5654
Website	Student Association - University at Albany - SUNY
Courses:	<p><u>RCRJ 423 Student Legal Services Internship Seminar (4)</u></p> <p>Interns work in the Legal Service Office on campus under the supervision of a practicing attorney gaining valuable first-hand experience with the legal process. Interns must take RCRJ 424 or 425 during the fall semester. During the spring semester participation in a weekly seminar covering various areas of substantive law is required in addition to office hours. Internships are open only to qualified juniors and seniors who have an overall grade point average of 2.50 or higher. Co-requisite(s): RCRJ 424 or 425 and permission of instructor.</p>