

# Internship Credit

## Center for Student Advising Fact Sheet

### **Does Columbia give academic credit for internships?**

Columbia University does not offer academic credit or academic course points for internships. However, if an internship requires students to obtain credit in lieu of financial compensation, something called registration credit can be applied to your transcript, noting your internship participation.

### **What is registration credit?**

Registration credit (also known as “R” credit) is a notation on your transcript. It is not academic credit and will not count toward your total points needed to graduate, but will normally satisfy the requirement that companies may have for students to receive compensation for an unpaid internship.

### **How do I receive R credit for an internship?**

Once you have applied, or been hired, for an internship, pick up a Request for Internship (R) Credit Form at the Center for Student Advising. Give the completed form to your advising dean who will contact your employer with information regarding the R credit policy and instructions as to how they should notify your advising center once your internship is complete.

### **Will I have to do any special assignments to receive R Credit?**

You will not have to complete assignments beyond your job description to receive the R Credit. Once you have completed your internship satisfactorily, your employer will send a letter notifying your advising dean, and credit will then be awarded.

### **What if I do not complete my internship satisfactorily?**

R credit will not be awarded. No additional notation will be made on your transcript.

### **May I receive R credit for multiple internships?**

Yes, you may receive R credit each time you participate in an internship. More importantly, each internship will provide an opportunity for you to gain valuable work experience. Participation should also help you determine which career fields interest you and which do not. Overall, you will find that the skills you learn as an intern and the experience you are able to add to your resume are more important to your career than simply obtaining R credit on your transcript.

### **May I participate in an internship and not request R credit?**

Certainly! Many students participate in internships and never request R credit. The R credit may, however, be necessary for students who are pursuing an internship that requires recognition by the student's college or university of their work in lieu of financial compensation.

### **Where can I learn more about the internship/job application process?**

The Center for Career Education (CCE) hosts a series of workshops to assist you no matter where you are in your career development process. Workshops are presented to help you assess, explore, clarify, and achieve your career and job search goals. Topics include: self-assessment, relating major to careers, internship and job search, and interview tips, as well as resume and cover letter writing.

### **Where can I begin exploring actual internship opportunities?**

The Center for Career Education (CCE) is an excellent resource for researching internships and, eventually, job opportunities. Postings for internships and part-time positions may be viewed via the CCE website at [www.cce.columbia.edu](http://www.cce.columbia.edu).

