MU ELCM Credit-Bearing Internship Program - Frequently Asked Questions

How do I get started looking for a credit-bearing internship?

All students must complete the request for internship form. Please follow the instructions as all the steps and necessary paperwork is provided on the ELCM website. If you would like an overview of the credit-bearing internship process, we have an orientation presentation available. provides an overview of the credit-bearing internship process, what tools and resources are available to undergraduate students seeking internships and what some of the general requirements are when you secure an internship for credit. It is online and available on the ELCM website. Please follow the instructions as all the steps and necessary paperwork is provided on the ELCM website.

Why is there so much paperwork/Why do I have to keep coming to your office/Why can’t I do all of this online?

There is a lot you can do online, such as the credit-bearing internship form, view an orientation presentation on the internship process, job searching on MU Career Connection, email us questions, sending information and getting referrals processed email. Although, this is both an academic, credit-bearing and professional experience, so there is some paperwork involved. ELCM serves as a central point and clearinghouse for credit-bearing internship postings, policies and procedures. We are here to assist you achieve your personal and professional goals. To do that effectively, we need to engage with you, provide you guidance with internship resources and best prepare you for the internship search and interview process. Most students need advice and assistance with résumés, some need assistance with interviews, others need guidance on what type of job is appropriate, etc. We are a resource for you to secure credit-bearing internships for your major and minor degree requirements. ELCM facilitates the registration of the internship for academic credits with you, the department and other administrative offices.
What am I paying for?

Practical, applied experience is a wonderful teacher. Through an internship, you learn by doing. A credit-bearing internship enhances your classroom education and prepares you to step into the professional world. Millersville University considers the internship a course like any other. Therefore, you are required to pay tuition for enrolled credits. At the university level, significant resources are devoted to credit-bearing internships. Experiential Learning and Career Management, the department internship coordinators, faculty supervisors and other University personnel are involved in student, credit-bearing internships from beginning to end. Experiential Learning and Career Management and the department internship coordinators advise students, evaluate internships, develop internship opportunities and information, review internship agreements, check pre-requisites and register students for the course. In addition, Experiential Learning and Career Management and the coordinators maintain contact with students and supervisors through email, telephone, written reports and evaluations. When the semester comes to a close, Experiential Learning and Career Management and the coordinators review all materials submitted by students and supervisors, conduct meetings as needed and assign grades. Each semester, students confirm their credit-bearing internship was an essential part of their education. You may read what other students have told us by visiting the Intern Success Stories web page.

How much personal/professional coaching will I receive with finding a credit-bearing internship?

That depends on the student. Experiential Learning and Career Management provides various sources of information and assistance (and we strive to make the credit-bearing internship program stronger through your suggestions). The credit-bearing internship program is designed so students develop job seeking experience preparing them for the job search process upon graduation. ELCM’s Career Connection has hundreds of on-going internships; already approved by the academic departments. ELCM is here to help. Some students are independent, organized and focused. They know where they want to intern and what they want to do. As long as the internship applies within the major or minor requirements, it will be approved by the department. On the other hand, some students require more counseling. In those situations, ELCM staffers spend time with students discussing career options, internship opportunities, resume building, interviewing skills, etc. It is up to the individual student to make their needs known. Please don’t hesitate to ask for help.

Can I turn a current job into an internship and earn credits?

If you find an internship on your own or have a current job that you think qualifies as academically-related to your major, it can be considered for an internship. Ideally, your work experience you would like to qualify as a credit-bearing internship should be something that you do not already know how to do. The internship hours must be spent learning new skills and experiences. As an example, WGAL has provided internship experiences for current employees. However, the internship hours are spent on tasks not normally a part of the intern’s routine work responsibilities. The purpose of a credit-bearing internship is to acquire new knowledge, learn how to perform new tasks, undergo personal growth and make strides in one’s professional development.
Complete the **request for internship form** and submit it to Experiential Learning and Career Management. Have your employer provide the internship/job description along with the name, email and phone number of your employer supervisor by emailing it to careers@millersville.edu.

I did an internship last semester but didn’t register it with the university and now I would like to receive credit for it. Is this possible?

**NO;** students must have faculty supervision during the internship, so credits cannot be awarded after the internship is completed.

I don’t want to register for credits. Can I still use MU Career Connection?

**No;** positions listed on MU Career Connection are for students looking to earn academic credit for their experience. The employers in our database expect faculty supervision and University accountability. If you do not wish to earn credits, you must find a position on your own. This can be accomplished by talking with friends and family for contacts and using the employer web resources to research places where you might want to intern. The experience WILL NOT be listed on your transcript. You may want to consider the [Non-Credit Workforce Traineeship Program](#), too.

**MU Career Connection will not accept my résumé when I upload it. What is wrong?**

If you created your résumé using a Mac, MU Career Connection will sometimes not accept it as a Word document. Contact ELCM for assistance in uploading your résumé at 717-871-7655.

**I need only one credit to graduate. Can I do an internship for one credit?**

**NO;** the minimum credits required for an academic internship is three credits. You should meet with your department's internship coordinator or your advisor to discuss your options.

**Can my internship be worth more than 3 credits?**

Although most internships receive three credits, including most full-time, summer internships, the department internship coordinator will make the final decision on the number of credits a student will receive for their internship. If there is a particular component of the internship that is extraordinary, additional credits may sometimes be awarded, but it is the exception, not the rule.

**I want to stay at my current internship for another semester. Can I register for more credits?**

You can do an internship at the same place for more than one semester, but you need to provide ELCM with a new job description showing that you are accepting more responsibility for the second internship (e-mail to careers@millersville.edu). You will receive credit for a 400-level course for your second internship, and 500-level credit for a third and subsequent internships.
I found internships on MU Career Connection I am interested in. What do I do now?

Make sure you have completed the request for internship form and ELCM has it on file. Then call or email ELCM to schedule an appointment to review these jobs. The ELCM staffer will work with you to see if these positions are a good fit for you, we review the company and its company culture with you as well and we will assist you with any other requirements to apply for the position, such as writing samples, application, references, etc.

I met with an ELCM staff member and had my résumé sent out to companies, but no one has called me. What should I do?

Call or email ELCM to receive a referral list of all the places your résumé was sent. This listing will have the names, emails and phone numbers of the contacts for you to call and you can follow up on your résumé.

I attended the registration session with ELCM and took the registration form to my department’s coordinator, but the credits are still not showing up on my degree audit. What should I do?

Typically, the registration form takes ten (10) days to 2 weeks for processing as it has a few academic and administrative offices approving it before it is registered through the Registrar’s Office. If your registration was over two (2) weeks ago and it is still not showing on your degree audit, don't worry, but DO call us at ELCM 717-871-7655 or email us at careers@millersville.edu Do NOT wait until the semester is over and/or grades have been assigned to find out that your internship isn't on there. The issue can be difficult to resolve after such an extended period of time.

When is the latest I can register my credit-bearing internship?

Credit-bearing internships must be registered by the end of the drop/add period during the fall and spring semesters and three weeks after the end of the spring semester for summer credit-bearing internships (usually June 1). Summer credit-bearing internships are registered for summer 1 session and the internships run approximately 12-14 weeks so all summer internships must be registered during this deadline. Summer internships are not like summer classes where you only participate in the summer internship for five weeks. Students must work a minimum of 10 to 30 hours per week; for 12 to 15 weeks; for a minimum of 120 to 225 hours (or 450 for CSCI-hour requirements vary per departments) to earn academic credits for the experience. It is not recommended to complete a credit-bearing internship in less time even if you are working full-time for 4 weeks and would complete 120 hours. It is challenging to establish professional contacts within the organization and network with others in the industry, receive adequate on-the-job training and experience in the industry firsthand and garner a sense of the organizational structure and inter-workings of a business within a month’s worth of work.
Do I document my five (5) communications/interactions with my internship faculty supervisor?

Yes, we recommend keeping a record or log of how you connected with your internship faculty supervisor e.g. email, phone, face-to-face appointment, internship site visit. Note the date and time when you met or contacted them by phone. Save the emails. You do not need to provide them to us. They are for your record keeping when issues arise when you do not hear back from your internship faculty supervisor. These communications are factored into the grading of your internship so write them in a professional manner, with meaningful reflection.

Some examples of your communications should address your learning objectives and learning goals, tasks completed and progress reports. Maybe consider discussing any decisions you are making regarding your career field; do you see yourself in this career—why or why not? What impact are you making as an intern at the organization so far? Your internship faculty supervisor is your academic mentor and supervisor. Engage with them to successfully complete your credit-bearing internship.

I have tried to contact my faculty supervisor but they do not respond. Can this affect whether or not I pass my academic internship?

Yes, it could, so if you are having trouble connecting with your faculty supervisor, contact ELCM for assistance. We are here to facilitate your academic internship and want you to have a successful experience. Again, don't wait until the end of the semester to resolve the problem. It will be too late by then. Contact us as soon as possible. 717-871-7655 or careers@millersville.edu

How do you know I completed hours required for the credit-bearing internship?

The employer expects you to complete the necessary hours required for the credit-bearing internship. They may require you to punch a time clock like their employees or maintain a log or time sheet of hours completed. Your internship faculty supervisor expects you to complete the necessary hours required for the academic internship, too. The faculty supervisor may require a log or time sheet of your hours completed, too. ELCM does not require you to turn in a time sheet to us as we rely on the honor system.

What if my professor wants something instead of an outcomes paper?

If the faculty supervisor assigns something different other than the outcomes paper, ELCM will accept that assignment in place of an outcomes paper. If the faculty supervisor doesn't assign anything different, all students are required to turn in an outcomes paper to the professor and ELCM at the end of the internship. The department determines to assign work in addition to the outcomes paper, too. For example, if you are required to keep a weekly journal in addition to the outcomes paper, you have to complete both.
Does the outcomes paper have to be 8-10 pages?

Yes, if you follow our outcomes paper guidelines in the student internship handbook, you should be able to write an eight page paper; however, as long as you answer the questions clearly and completely, the length of your outcome paper will not be a problem. We don't count words or measure margins, and you don't have to change your font size to take up more room.

When is the outcomes paper due?

The outcomes paper is due by Monday before finals week (14th week of the fall/spring semester) OR if your faculty supervisor requests it earlier, then you would go by their deadline. All students should also complete the student evaluation online at the web address that is emailed to you during the final third of the semester. Please email one copy of the outcomes paper to ELCM (careers@millersville.edu) and one copy to your faculty supervisor.