**SSC 493 Domestic Internship FAQs**

* **What are the forms that I need to complete to be considered for SSC 493?**

There are three forms that need to be submitted before your application will be reviewed:

* + *College of Social Science Experiential Learning Application*
	+ *Advisor Confirmation Form*
	+ *Supervisor Training Agreement*

These forms are hosted online and we receive them electronically. Be sure to select ***SSC 493 - Social Science Internship Course*** in the program selection. After a successful submission of your ***College of Social Science Experiential Learning Application***, an email will automatically be sent to the Advisor email and Supervisor email you indicated. They will receive a link to the appropriate advisor or supervisor form.

* **Where can I get the forms?**

The application form can be found here: <https://form.jotform.com/studyaway/ExpLearning_Application>. If you need us to resend the form to either your advisor or supervisor, email us at sscstudy@msu.edu.

* **When can I enroll into SSC 493? On the schedule builder, it shows that the SSC 493 course is locked, and I can’t enroll into the course. What should I do?**

After all three forms have been submitted your completed application will reviewed. You will hear back from the office within a few days regarding your status. If your internship is approved, you will receive an email from us stating that you are approved and our office will enroll you in SSC 493.

* **Is there a GPA requirement?**

Yes, a 2.5 GPA minimum required for the course.

* **What are the assignments that I need to complete for the course?**

All of the assignments are posted on D2L, which you will have access to after you are enrolled in the course. Most assignments ask you to reflect on your internship experience to determine the skills you have gained, the projects you have completed and the professional growth you have experienced. You and your internship supervisor will also need to provide evaluative feedback twice during the semester.

* **How many credits can I earn?**

You can earn 3 to 12 credits, depending on your major and available credits. You must discuss this with your academic advisor to ensure that you are earning the appropriate number of credits for this course.

* **How many hours do I have to work?**

The number of hours is based on how many credits you want to earn (3 credits = 9 hours per week for the full length of the semester, 15 weeks or 135 hours). To determine if your scheduled hours are sufficient, you take the **number of weeks** you will be working, times the **hours to be worked each week**, to calculate the total number of hours you will work. This total should be equivalent to (or more than) the **Total required hours** listed in the chart below.

**Fall/Spring Required Hours**

3 credits → 3 x 3 x 15 = 135 Total Hours Required

4 credits → 4 x 3 x 15 = 180 Total Hours Required

5 credits → 5 x 3 x 15 = 225 Total Hours Required

6 credits → 6 x 3 x 15 = 270 Total Hours Required

7 credits → 7 x 3 x 15 = 315 Total Hours Required

8 credits → 8 x 3 x 15 = 360 Total Hours Required

9 credits → 9 x 3 x 15 = 405 Total Hours Required

10 credits → 10 x 3 x 15 = 450 Total Hours Required

11 credits → 11 x 3 x 15 = 495 Total Hours Required

12 credits → 12 x 3 x 15 = 540 Total Hours Required

**Summer Required Hours**

3 credits → 3 x 3 x 14 = 126 Total Hours Required

4 credits → 4 x 3 x 14 = 168 Total Hours Required

5 credits → 5 x 3 x 14 = 210 Total Hours Required

6 credits → 6 x 3 x 14 = 252 Total Hours Required

7 credits → 7 x 3 x 14 = 294 Total Hours Required

8 credits → 8 x 3 x 14 = 336 Total Hours Required

9 credits → 9 x 3 x 14 = 378 Total Hours Required

10 credits → 10 x 3 x 14 = 420 Total Hours Required

11 credits → 11 x 3 x 14 = 462 Total Hours Required

12 credits → 12 x 3 x 14 = 504 Total Hours Required

* **What types of internships are approved for the course?**

Your internship should clearly relate to your academic and/or career goals. It should also help prepare you professionally for your future career. No internship can be approved for course credit until you and your supervisor have submitted the required forms for our office to review.

* **Can the internship be paid or unpaid?**

Yes. It can also be a stipend internship.

* **Is there a program fee or tuition cost for the course?**

There is no additional program fee to enroll into SSC 493. You are responsible for the tuition for the course, just as you would pay for your other courses at MSU.