

INTER-LS 260 FAQs

WHAT IS INTER-LS 260?

- The Internship in the Liberal Arts & Sciences (Inter-LS 260) online course provides UW students who have found internships an opportunity to earn academic credit in connection with their work experience. Students will analyze their professional training experiences in the context of the goals of a liberal arts and science university education, by practicing critical reading, writing, and observation skills.

WHAT IS THE PROCESS FOR ENROLLING?

1. Find and accept an internship in the United States.
 - If you will be interning in another country, you will need to enroll in the [Worldwide Internship Program](#) course.
2. Fill out [Course Registration & Internship Contract](#) completely; agree to terms and conditions at the bottom.
3. Submit a [Position Description & Supervision Form](#) to internships@ls.wisc.edu (please note this form includes supervisor review and signature).
4. Once you have submitted all required materials, the L&S Internship Coordinator will review them and email you instructions to enroll.
5. Register for Inter-LS 260 via student center after you have received email authorization.
Please note that incomplete applications will not be considered.

Submit all materials (email, fax, or hard copy) to:

Mail: L&S Internship Coordinator
Middleton Building
1305 Linden Dr. Suite 205
Madison WI 53706
Email: internships@ls.wisc.edu
Fax: 608-262-3922

***International Students Only:** You must also submit a [CPT Authorization Form](#) to internships@ls.wisc.edu along with the other required materials before your application will be reviewed or approved.

Steps to complete [CPT Form](#):

- Part I & II - Student completes
- Part III - Employer completes
- Part IV - Career or academic advisor completes (for L&S students, this person is the L&S Internship Coordinator)
- Final step - submit entire completed application to [International Student Services](#)

The student must complete parts I & II and the employer must complete part III prior to the Internship Coordinator reviewing and completing the advisor authorization form (part IV)

WHAT IS AN INTERNSHIP?

- A short-term, real-world work experience that integrates knowledge from the classroom with practical application and skill development
- A mutually-beneficial relationship between both you and your employer

- Can be paid, unpaid, for credit, full-time, or part-time
- Can involve a for-profit, non-profit, or governmental organization
- Involves an ongoing relationship with at least one supervisor or professional at the organization
- Introduces you to a particular kind of potential career path

The following criteria is used to evaluate the validity of an internship for participation in Inter-LS 260:

[Basic Criteria for Determining Internship Validity \(pdf\)](#)

WHEN IS IT OFFERED?

- Fall, spring, and summer semesters

WHO CAN ENROLL?

- The course is open to any UW-Madison student, regardless of year in school or major

WHAT IS THE DEADLINE TO ENROLL?

- *Fall/Spring*: The second Friday of the semester
- *Summer*: Two weeks before the start of the summer term

HOW LONG DO I HAVE TO WAIT TO BE APPROVED TO ENROLL?

- During high volume times of the year, it may take up to 10 business days to process your application. However, there is not a cap on enrollment, so the course will not fill up.
- For quickest review of your application, follow the process to enroll found on this FAQ and on the [Career Services Website](#). Completing all steps accurately will result in the quickest approval.

DO I PAY TUITION FOR INTER-LS 260?

- During the academic year, this course is included in full tuition costs (unless it pushes the student over 18 credits). During the summer term, students pay for the single credit. Tuition costs can be found here: [https://registrar.wisc.edu/tuition & fees.htm](https://registrar.wisc.edu/tuition%20&%20fees.htm)

ARE THERE REQUIREMENTS FOR HOW MANY WEEKS AND HOURS PER WEEK I HAVE TO WORK?

- Fall & Spring: Minimum of 12 weeks, 8 hours per week. At least 96 total hours.
- Summer: Minimum of 8 weeks, 8 hours per week. Total hours should equal at least 64 hours.

HOW MANY TIMES CAN I ENROLL IN INTER-LS 260?

- Currently, a student can complete Inter-LS 260 up to three times during their academic career.

WHAT ARE THE ASSIGNMENTS ASSOCIATED WITH THIS COURSE AND HOW IS IT GRADED?

- This UW online internship course (Inter-LS 260) includes weekly readings, weekly online writing assignments, and a final reflection paper.
- It is worth 1 credit, and grading is on the standard A-F system.

WHERE CAN STUDENTS GO TO LEARN MORE INFORMATION?

- Letters & Science Career Services Webpage: <http://careers.ls.wisc.edu/academic-credit-and-more--students.htm>