

Internship FAQs for Employers: There are two types of internships available to Salem State students: credit-bearing and non-credit internships.

Information on Credit-Bearing Internships

- Typically, students participate in internships for credit during their junior or senior year. Most departments have an internship for credit option.
- All students must meet the academic requirements of their program to receive credit for an internship. Departments have developed student eligibility guidelines specific to their respective academic areas.
- Students are advised to contact their department for approval and guidelines, including site supervision and site visitation. Students need to receive the approval of their academic department before accepting an internship in order to obtain credit.
- Students complete specific assignments for the faculty member in order to receive credit.
- Students register for an internship and pay tuition to receive credit.

Information on Non-Credit Internships

- For non-credit internships, students are required to be in good standing at the time of application.
- In order to participate in a non-credit internship, students must have a 2.5 GPA or higher, or provide a recommendation from a professor or employer.
- In addition, students must have completed 2 semesters at Salem State or if a transfer student, have completed 1 semester at Salem State in order to participate in a non-credit internship.

Can Salem State students participate in multiple internships?

- Yes, students can begin their first internship as early as sophomore and continue through senior year. First year students are eligible to participate in summer internships. Students may complete both credit-bearing and non-credit internships, according to their interests and academic schedules.

I would like to post an internship. Does Career Services post internships for credit and non-credit?

- Career Services maintains an electronic database of internships, available to students 24 hours per day from any location on campus or off campus. Career Services posts both internships restricted for credit and internships for career experience/non-credit. Career Services reviews each internship description before posting it on our database. It is up to the student's academic department to determine whether an internship will receive credit.
TIP: As an employer, the more flexible you can be related to whether students receive credit for your opportunity, the more likely your internship will attract student attention.

What are some strategies for attracting internship candidates?

- Students at Salem State often elect to participate in internships in order to build their resume and career experience. Salem State students are motivated to obtain experiences that help them to build their careers.
TIP: Offer an internship with at least 75% substantive duties related to a college major or career to attract the most motivated students.
TIP: Build in an option to receive exposure to a complementary content area or department, or promote the ability for student interns to receive progressively more challenging duties with above average performance. These are internships our students respect and seek out.
TIP: Our students, as is true for many college students, often pay for their own tuition and expenses. While Career Services lists internships which are both unpaid and paid, your internship will attract a wider pool of candidates if you have an opportunity to offer a paid internship, provide a stipend to compensate for gas and lunch, or are able to create a scholarship for books for the following semester.

Does Career Services offer internship services to all Salem State students?

- Yes, our services are available to all Salem State students, whether they are seeking an internship for credit or one for non-credit. However, many students search for internships through CSO/Career Services On-line, our online internship database, and may not always contact Career Services. Some students work directly with their faculty member in preparing for an internship experience.
TIP: Please feel free to ask the student whether they have met with Career Services or their faculty and refer the student back to the College if they can benefit from additional preparation.
TIP: Request a reference from the student prior to extending an internship offer.
TIP: Please contact us to let us know you have hired a Salem State intern so we can update the status of your internship accordingly.

Please contact Career Services for further information on any of our services that might benefit your organization. We are available to assist our employers and offer a variety of services.